Workshop and Symposium Leader Webinar

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Webinar Outline

- Introduction and Conference Logistics
- Abstract Pages
- Utilizing the Web Tools
- Workshop and Symposium Best Practices
- Deadlines and Support

Introduction and Logistics

- For both workshops and symposia, we are providing various types of online support for the presenters - there is information available at the links we sent to you, and we will go over it in this presentation
  - You will also be assigned a support contact
- On-site, we will provide wi-fi access and cords to connect with the projector. Please plan to bring:
  - Your own laptop
  - Any necessary adapters (i.e., for Macs)
  - Handouts, other materials, etc.
- Please note the deadlines in this presentation - they were also listed in the emails you received.

Abstract Pages

Workshop and symposium descriptions are currently online

- You have editing access to these pages through the email address you used in the abstract submission

Using the Change Dashboard to Conceptualize Change Projects for Campus Reforms

Wednesday | 1:00pm - 4:00pm |

Pre-Conference Workshop

Charles Henderson, Western Michigan University   Kate White, Western Michigan University

Planning for successful institutionalization of effective instructional strategies and policies in undergraduate education requires understanding the complexity of the system under consideration and purposefully coordinating the key change strategies. Infographics, dashboards, visual communication and data visualization may seem like a new trend, but these and other visual tools have been widely used for years to represent and communicate business strategies and objectives. These types of strategic planning and decision-making aids have the potential to support faculty and administrators in achieving undergraduate education reform. The Change Dashboard is one such tool. It enables change agents to organize and align information about their project goals with their change strategies, tactics, and project activities. The purpose of this workshop is to help campus change agents (e.g. faculty PIs, project directors, department chairs, provosts) understand how to use the Change Dashboard to plan for successful sustainable change. The Dashboard is one of the core tools used to guide team planning during the Accelerating Systemic Change Network's (ASCN) annual Systemic Change Institute (SCI). Each year SCI involves institution-based teams who are seeking to create sustained change on their campus. The Change Dashboard takes a systems perspective of change, meaning that any successful change must consider multiple levels of an institution. It visually scaffolds change agents to articulate the gap between the desired state of the institution and the current state of the institution. Once this gap has been articulated, strategies and tactics are introduced to bridge the gap. The Dashboard allows change agents to see whether strategies are sufficient, aligned, or in conflict. The Change Dashboard is not a static image and should be updated. It can serve as visual artifact for the team, help team members to work towards a shared vision, and support structured conversations around project implementation activities.

Tools for Workshops

- Page for workshop program
- Participant email list
- Pre-Workshop Survey
- Workspaces
- End of Workshop Evaluations

Tools for Symposia

- Symposium program
- Workspaces
- Attendance
- End of Symposium Evaluations

Program (workshops and symposia)

- Let your participants know what to expect
- Use the program to organize documents that you would like the participants to access either prior to or during the workshop. The program will be a resource that your participants can return to when they want to make use of what they learned.

Workshops have separate pages for programs. Symposia programs are located on the abstract page.

A public program is required - online by March 1

8:30 AM — Welcome and Icebreaker

8:45 AM — Course Design Considerations Warm-up

Think-Pair-Share Activity about a significant learning experience

9:00 AM — Backward design and starting with learning goals Introductory slides (PowerPoint 2007 (.pptx) 3.7MB Jul19 17)

- More about writing learning goals from the Course Design Tutorial
- Designing measurable learning goals is a short, interactive resource that supports the InTeGrate webinar about learning goals and alignment
- Understanding by design from the Center for Teaching at Vanderbilt
- Understanding by Design white paper (Acrobat (PDF) 326kB Oct22 14)

10:00 AM Break

10:15 AM — Aligning learning goals with assessments

11:00 AM — Report out: One goal and one assessment for your course

11:20 AM — Road Check Thursday

11:30 AM — Adjourn for the day

Pre-Survey (workshops only)

Design a survey to inform your workshop program

Examples:

- Gauge familiarity with concepts
- Find out what participants want to learn
- Determine context for use of materials covered

Optional - Submit request for survey/details by March 15

Participant Email List (workshops only)

Get in contact with your participants before the workshop

- Ask participants to complete the pre-survey
- Ask participants to complete pre-work
- Direct participants to resources
- Promote discussion before and after the workshop

Registration ends **March 15**, at which point your email list will be populated

Attendance (symposia only)

- We need to have a way of knowing who is participating in symposia in order to provide access to the private workspaces.
- Symposia leaders will need to direct attendees to a webpage to complete this as they come in so that they can gain access to the workspace.

Your support person has to set this up specifically for your symposium, so please have a conversation with them far enough in advance to set things up.

Workspaces (workshops and symposia)

Workspaces are private webspaces for participant work and resources

- Link to documents that can't be on the public site
- Set up pages to facilitate notetaking, scaffold discussion, synthesize session
- Participants submit action plans

Special setup is required to create private workspaces for symposia.

Optional - Submit request for workspace by March 15

Session Evaluations (workshops and symposia)

- All sessions are required to have an evaluation. You will be provided with a basic online form (right).
- If you would like to add specific questions to your evaluation, contact your support person.

Submit requests by March 15
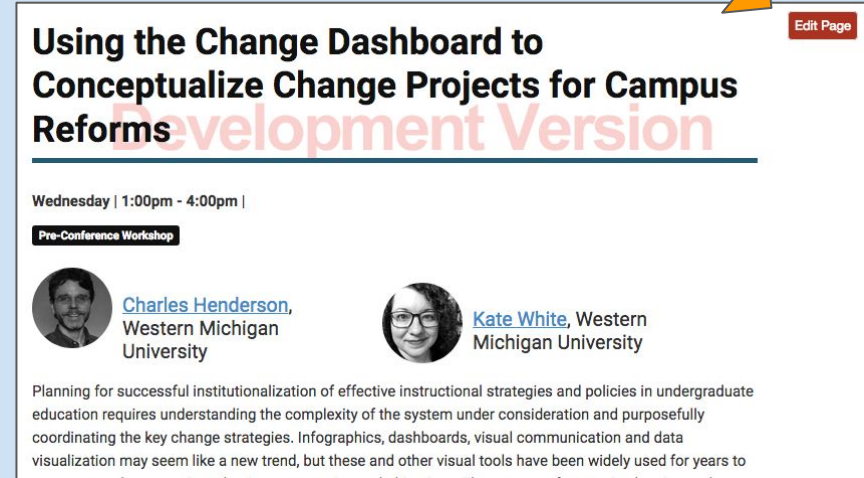
How to edit

1. Go to http://serc.carleton.edu/account
2. Log in with the email address that you used when submitting your abstract
3. Your support person will provide you with a link to the editable version of your page
4. Click the red "Edit Page" button in the upper right corner
5. Don't forget to save!
6. Contact your support person when your changes are ready to go live or if you have questions

Workshop & Symposium Best Practices

On the information pages for the workshops and symposia, we have also given information on best practices for workshop and symposium presentations.

- This information is based on SERC's years of experience running workshops.
- These best practices are aligned with the tools we have available for you to use, including action plans, workspaces, and programs.

Web support assignments - Symposia

Support person - Mitchell Awalt (mawalt AT carleton.edu)
- Embedded expert models: Implementing change initiatives which support departments from within
- The REFLECT Project: Spreading Evidence-Based Teaching in STEM
- Sustaining Institutional Change for Inclusive Excellence
- Transforming STEM education using a multipronged systems approach & High Impact Practices (HIPs)
- Enhancing research capacity for systemic change in undergraduate STEM education by analyzing, organizing, and synthesizing theories of change
- Towards Servingness: Transforming STEM Education at Hispanic Serving Institutions

Support person - Andrew Haveles (ahaveles AT carleton.edu)
- Transforming the Teaching of Thousands: Promoting Evidence-based Practices at Scale
- Bringing an asset-based community development framework to university change work
- National Academies' Roundtable on Systemic Change in Undergraduate STEM Education
- Improving Learning by Transforming the Evaluation of Teaching: Resources, Challenges, and Change Processes
- Building and Facilitating a Multi-Institutional Collaboration to Support Systemic Change: Insights from the Next Generation of STEM Teacher Preparation Programs in Washington State

Web support assignments - Workshops

Support person - Andrew Haveles (ahaveles AT carleton.edu)

- Using a Change Framework and Assessing Institutional Change
- Using the Change Dashboard to Conceptualize Change Projects for Campus Reforms

Support person - Mitchell Awalt (mawalt AT carleton.edu)

- Advancing Diversity and Inclusion Through Multilevel Strategic Leadership
- Using Social Psychological Interventions to Improve Learning of All Students

Questions?

Remember the important deadlines:

- **March 1** - publish a clear program online by this date
- **March 15** - determine which tools you want to use and contact your web team support person (preferably sooner, this is the absolute last date)

If you have any questions following this webinar, please contact Mitchell or Kate.

You can find all of this information and a recording of the webinar at:

Workshops: https://ascnhighered.org/217669   or   Symposia: https://ascnhighered.org/217670