

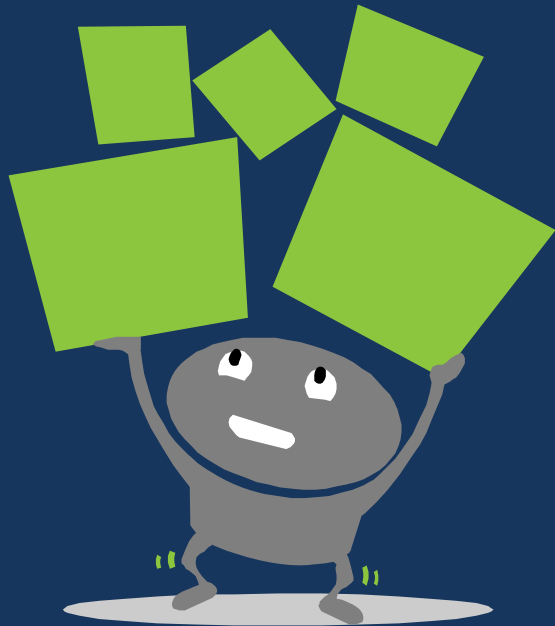
# Tools for Professional (and Personal) Success

Michelle Appel, University of Maryland

Annemarie Bartlett, Saint Joseph's University

Maren Hess, Mansfield University

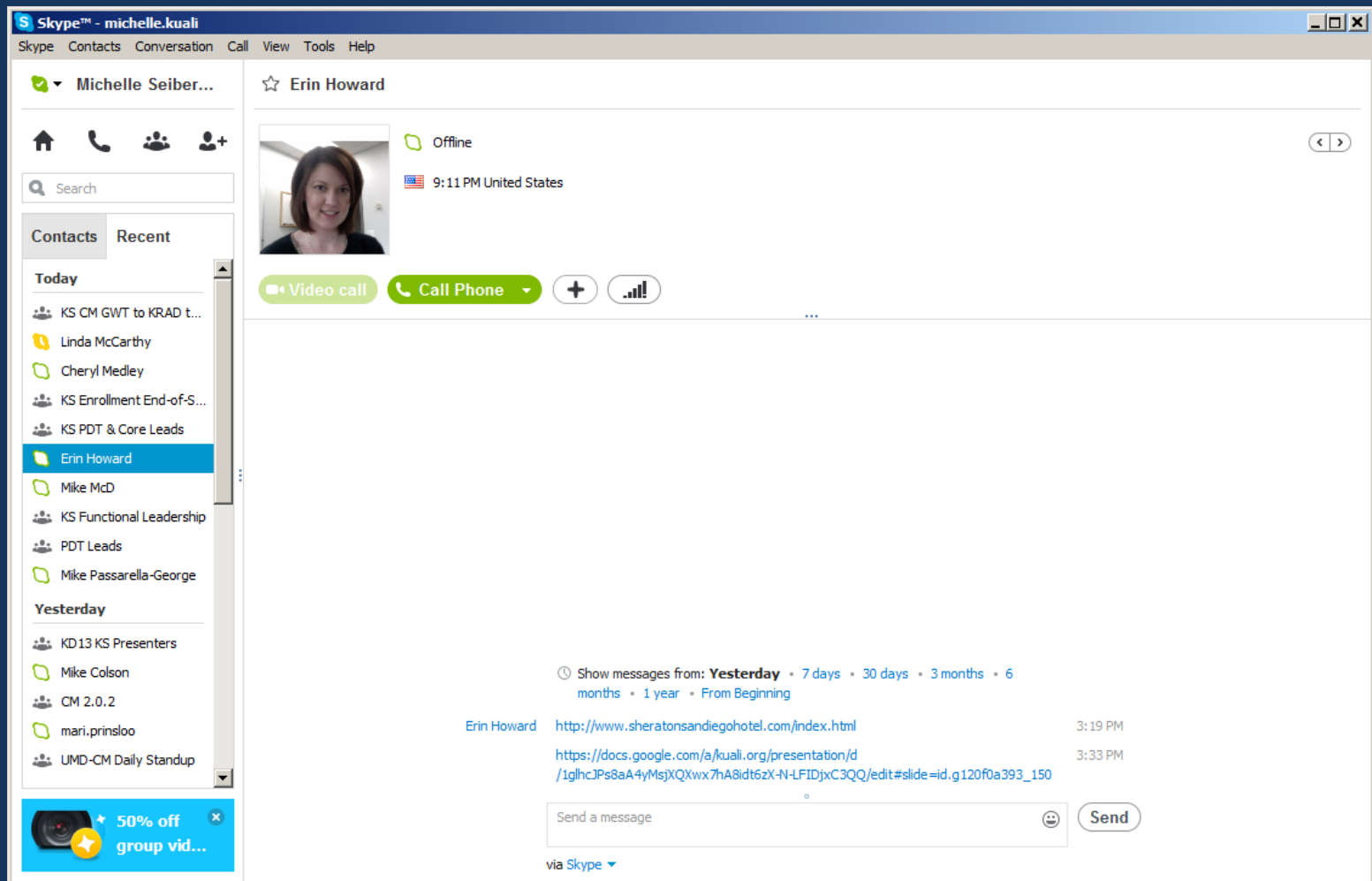
# Why this session?



# Collaboration Tools

- Skype
- JoinMe
- Fuze
- Google Docs

# Skype



URL: [www.skype.com](http://www.skype.com)

# Join Me

The screenshot shows a Firefox browser window with the URL <https://join.me>. The page features a navigation bar with the join.me logo, "by LogMeIn", and links for "Free Trial", "What is it?", "Enterprise", "Apps", and "Help". A "Log In" button is also present. A modal window is displayed in the center, titled "Save on a yearly plan now!". It offers two options: a "yearly" plan for "less than \$13/month" (selected) and a "monthly" plan for "\$19/month". A dropdown menu shows "# 1" presenter(s). The total price is "\$149 + Tax/VAT (if applicable)". There are "log in to continue" and "cancel" buttons. On the right side of the modal, there are links for "Looking for an enterprise solution?", "Non-profit?", and "Contact sales directly:" with email and phone information.

Firefox

join.me - Free Screen Sharing and Online M... +

https://join.me

Most Visited Getting Started Log in - UM JIRA CM Home - Kual Stud... University of Marylan... IRPA Authorization A... Testudo CM Training Kual Release

join me by LogMeIn Free Trial What is it? Enterprise Apps Help In IT together Log In

1. Select 2. Login/create account 3. Credit card information 4. Confirmation

**Save on a yearly plan now!**

yearly - save over 30%  
less than **\$13/month**

monthly  
**\$19/month**

# 1 presenter(s)

Total \$149 + Tax/VAT (if applicable) Change Currency: £ € \$

Have a coupon code? [Click here and enter!](#)

[log in to continue](#) [cancel](#)

Looking for an enterprise solution?  
[Learn more here](#)

Non-profit?  
[Email us for non-profit pricing](#)

Contact sales directly:  
Email: [sales@join.me](mailto:sales@join.me)  
Phone: +1.877.251.8373

URL: [join.me](https://join.me)

# Fuze

Firefox

Online meetings, video collaboration, video c...

https://www.fuzebox.com

Most Visited Getting Started Log in - UM JIRA CM Home - Kual... University of Marylan... IRPA Authorization A... Testudo CM Training Kual... Release

**FUZEBOX** LEARN MORE PLANS Join Meeting Log in

## THE BEST ONLINE MEETING EXPERIENCE

name@company.com

**Get Fuze - It's Free**

Video Conferencing + 60 Days of US Toll for FREE

**HIGH QUALITY** **GREAT EXPERIENCE** **EASY TO USE**

BBP x

URL: [www.fuzebox.com](http://www.fuzebox.com)

# Fuze

The screenshot shows the Fuze Meeting web application interface. At the top, the text "Fuze Meeting" is displayed in the browser's title bar. Below this, the main header features the "FUZE Meeting" logo on the left, the user name "Welcome Michelle Appel" in the center, and navigation links for "Report a Problem", "Help / FAQ", "My Account", and "Logout" on the right. A secondary navigation bar contains buttons for "Home", "Meetings", "Content", "Contacts", and "Preferences". The main content area has a dark blue background with the text "Welcome to FUZE Meeting". Below this, there are four large, dark blue buttons with white icons and text: "Join Meeting" (with an icon of three people), "Start Now or Schedule" (with a play button and clock icon), "My Meetings" (with a calendar icon showing the number 31), and "My Content" (with an icon of a folder containing a document). At the bottom center of the main area, there is a "Quick Start Guide" button with a question mark icon. The browser's address bar at the very bottom shows a small icon.

URL: [www.fuzebox.com](http://www.fuzebox.com)

# Google Docs (Drive)

Firefox

Recent - Google Drive

https://drive.google.com/?tab=wo&authuser=0#recent

Google

Sort

Drive

CREATE

My Drive

- IRPA
- Kuali
- OMDP
- Personal
- Sr. Web Dev Search
- UM Data Documentation Items

Shared with Me

Starred

Recent

More

Connect Drive to your desktop

0.07 GB (0% of 15 GB used)

Manage

Find everything in Google Drive you've recently opened or edited.

TITLE	OWNER	LAST OPENED BY ME
NEAIR 2013 Tuesday Plenary Questions Shared My Drive	me	2:32 pm
Implementation Roundtable Script Shared	Michelle Appel	Nov 5
Cabinet Contents Shared House	me	Nov 1
LEP Paragraph from IRPA Shared My Drive	me	Nov 1
LEP Paragraph Bullet Point Suggestions for S. Fetter Shared	Wayne Taliaferro	Oct 31
NEAIR Tools Techshare Shared My Drive	me	Oct 31
Pumpkin Sign Up Shared My Drive	me	Oct 31
Potluck Sign Up Shared My Drive	me	Oct 30
Backsplash Shared House	me	Oct 26
KSCM 2.0CM 2.0.2 Testing Instructions and FAQ Shared	Laura Cronin	Oct 21
Management Team Agenda.docx Shared My Drive	me	Oct 21
Bugs Discovered November 1 Shared My Drive	me	Oct 16
A Quick Reference for Finding UM Data Shared My Drive	me	Oct 8
DRAFT WISH LIST w Customization-Configuration Shared RFP preparation October 2013	April Scazzola	Oct 7
4.KPM Geography Program Reqs 1.png Shared	April Scazzola	Oct 4
3.KPM Geography Descr and Catalog.png Shared	April Scazzola	Oct 4

URL: [www.drive.google.com](http://www.drive.google.com)



# Work/Project Management Tools

- Not a tool but... DUAL MONITORS
- Grindstone
- Power of Microsoft formatting / themes
- Taming your email inbox
- Todoist
- OneNote
- Smartsheet

# Grindstone

This is a FREE software that resides on your PC and assists in time tracking by project. Can also be purchased and shared between users when collaborating on a larger project.

Organize projects, and track time by project

See running list of each day and length of time spent per project

The screenshot shows the Grindstone software interface. At the top, there is a menu bar with 'Grindstone', 'View', 'Tasks', 'Time', 'Reports', and 'Help'. Below the menu bar is a 'Quick Task Entry' section with icons for adding tasks and a 'View:' dropdown. A 'Quick Search' box is also present. The main area is divided into two sections. The top section is a list of projects with columns for 'Name' and 'Total Duration'. The bottom section is a detailed task log with columns for 'Task', 'Start', and 'Duration'. The status bar at the bottom shows the date range from 8/25/2013 to 11/5/2013.

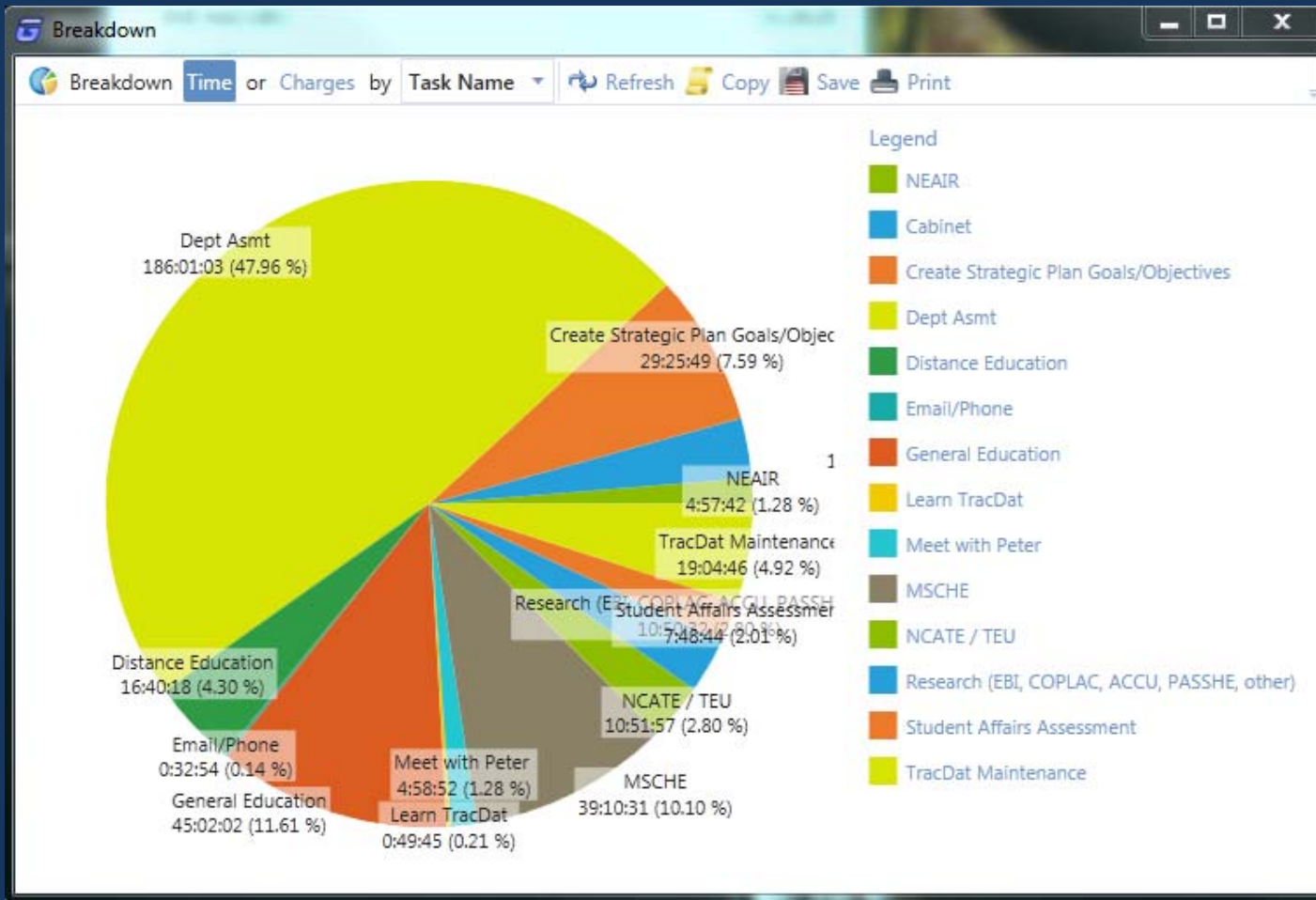
Name	Total Duration
<input type="checkbox"/> Business Intelligence (budget)	3:57:19
<input type="checkbox"/> Cabinet	31:33:23
<input type="checkbox"/> Create Strategic Plan Goals/Objectives	155:26:21
<input type="checkbox"/> Dept Asmt	309:50:17
<input type="checkbox"/> Distance Education	16:40:19
<input type="checkbox"/> EHE NACUBO	31:26:20
<input type="checkbox"/> Email/Phone	5:47:10
<input type="checkbox"/> General Education	95:08:08
<input type="checkbox"/> Help AIR NEAIR PDE PASSHE colleague	0:49:19
18	Time: 1052:11:33

Task	Start	Duration
Cabinet	8/26/2013 8:14:31 AM	0:43:59
Cabinet	8/27/2013 10:37:48 AM	0:00:04
Cabinet	8/27/2013 9:45:00 AM	0:52:56
Cabinet	9/6/2013 8:09:13 AM	1:10:27
Cabinet	9/9/2013 3:00:00 PM	1:15:00
Cabinet	9/24/2013 9:47:58 AM	0:57:53
132	8/26/2013 8:14:31 AM	387:48:05

URL: <http://www.epiforge.com/Grindstone>

# Grindstone

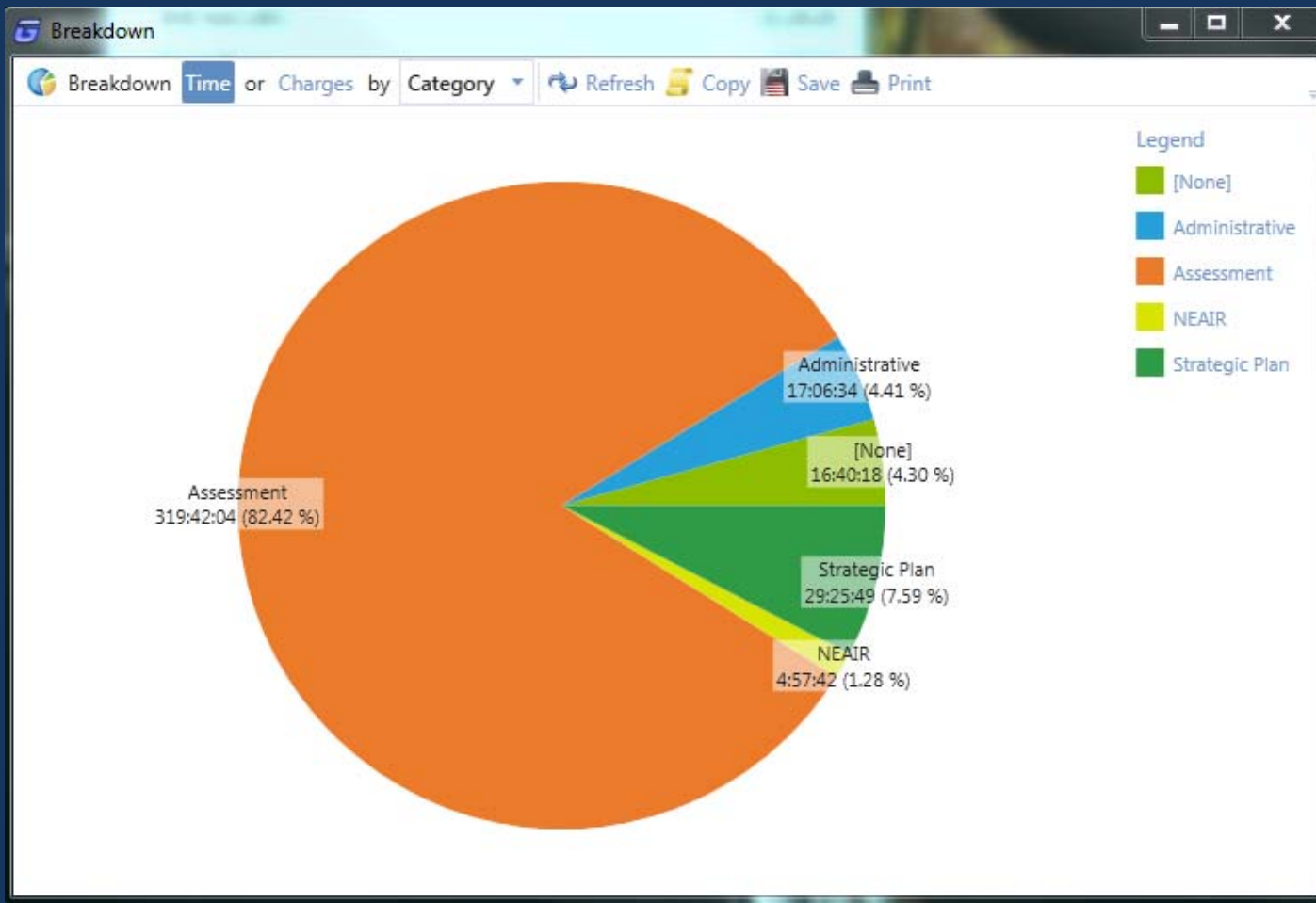


By visualizing length of time by project (Task Name), you can see which projects you are *really* devoting all your time towards.

This is concrete, not, “Well, I think...”

URL: <http://www.epiforge.com/Grindstone>

# Grindstone



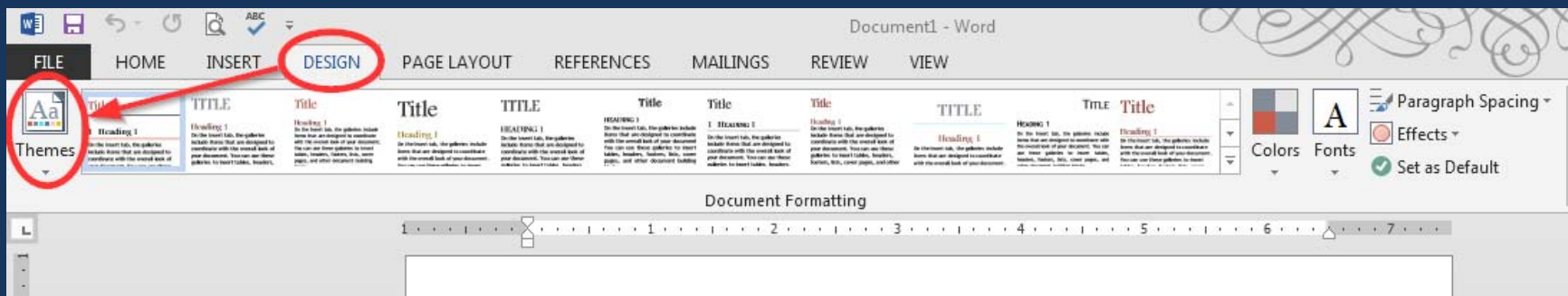
If you prefer looking at your time by Category, you can get a broader picture of where your time is spent.

I've used this to successfully argue for additional staffing and for splitting of duties.

URL: <http://www.epiforge.com/Grindstone>

# Power of Microsoft Themes

By saving a THEME within Microsoft, you can retrieve the same look, fonts, texts, from any of the Microsoft products. Retrieve data using Access, dump into Excel for formatting and present in PowerPoint? Or create a report in Word? No problem – and no worries about having to justify fonts or align colors between the steps.



## Annual Assessment Review: Organizational Communication (BS)

The following rubric is adapted from Middle States Commission on Higher Education<sup>1</sup> and the Schreyer Institute for Teaching Excellence<sup>2</sup> at Penn State.

Proficiency level	Appropriate evidence is documented in TracDat?	Value
Exemplary	Yes	3
Acceptable	Yes, with some areas in need of improvement	2
Developing	Yes, with major gaps	1
No evidence	No	0

### Section A: Program Assessment Plan

#	For academic programs:
1	A program mission statement exists, describing what the program does and why it is in existence.
2	A program values statement exists, describing the program's core beliefs and has a connection to the University Creed.

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No evidence	No	0

### Section A: Program Assessment Plan (Unit Plan tab in TracDat)

#	For academic programs:	Exemplary	Acceptable	Developing	No evidence
1	A program mission statement exists, describing what the program does and why it is in existence.	X			
2	A program values statement exists, describing the program's core beliefs and has a connection to the University Creed.		X		

	Developing	No evidence

# Power of Microsoft Formatting

- By reformatting the Heading structure (below) I have built in the ability to use the automatic formatting to unify my MSCHE Monitoring Report, including cross-referencing items in the Appendix (with its own Heading type) and creating a sane Table of Contents ... without losing my mind!

The image shows a screenshot of the Microsoft Word style gallery. The gallery is organized into several rows of style thumbnails. Annotations with arrows point to specific styles:

- A red arrow points from the text "Appendices" to the "7.1. Aa" style (Style1).
- A blue arrow points from the text "Section headers" to the "1 Aa" style (Heading 1).
- A blue arrow points from the text "Section headers" to the "1.1 AaB" style (Heading 2).
- A grey arrow points from the text "Not used" to the "1 AaB" style (Heading 2).

The style gallery includes various styles such as Normal, No Spacing, Heading 1, Heading 2, Heading 3, Heading 4, Heading 5, Heading 6, Heading 7, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis, Strong, Quote, Intense Quote, Subtle Reference, Intense Reference, Book Title, List Paragraph, and Table of Contents Heading.

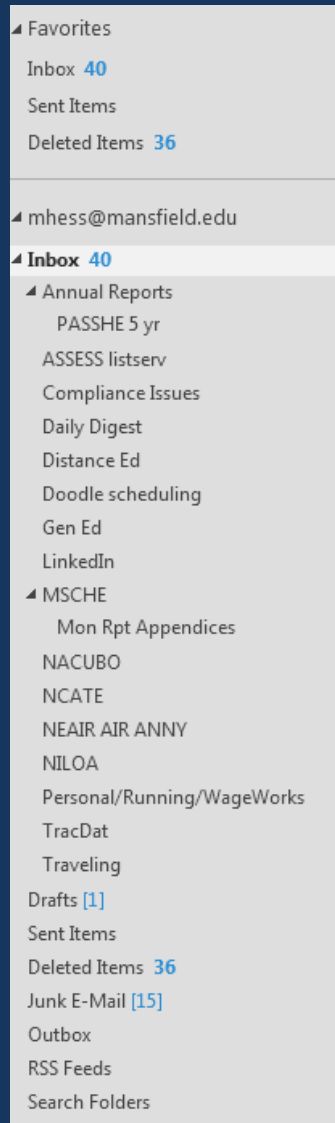
URL: <http://www.shaunakelly.com/word/styles/modifyastyle.html>

# Taming your inbox

Regardless of the email tool you choose for your personal messages or what your institution uses, many options are similar...

Organize projects, using Rules to sort messages or adding Categories

Type an email and schedule to send out later or use a draft if you want to re-read before sending. Tip: don't key in the recipient's address if you have accidentally quick fingers!





# Taming your inbox

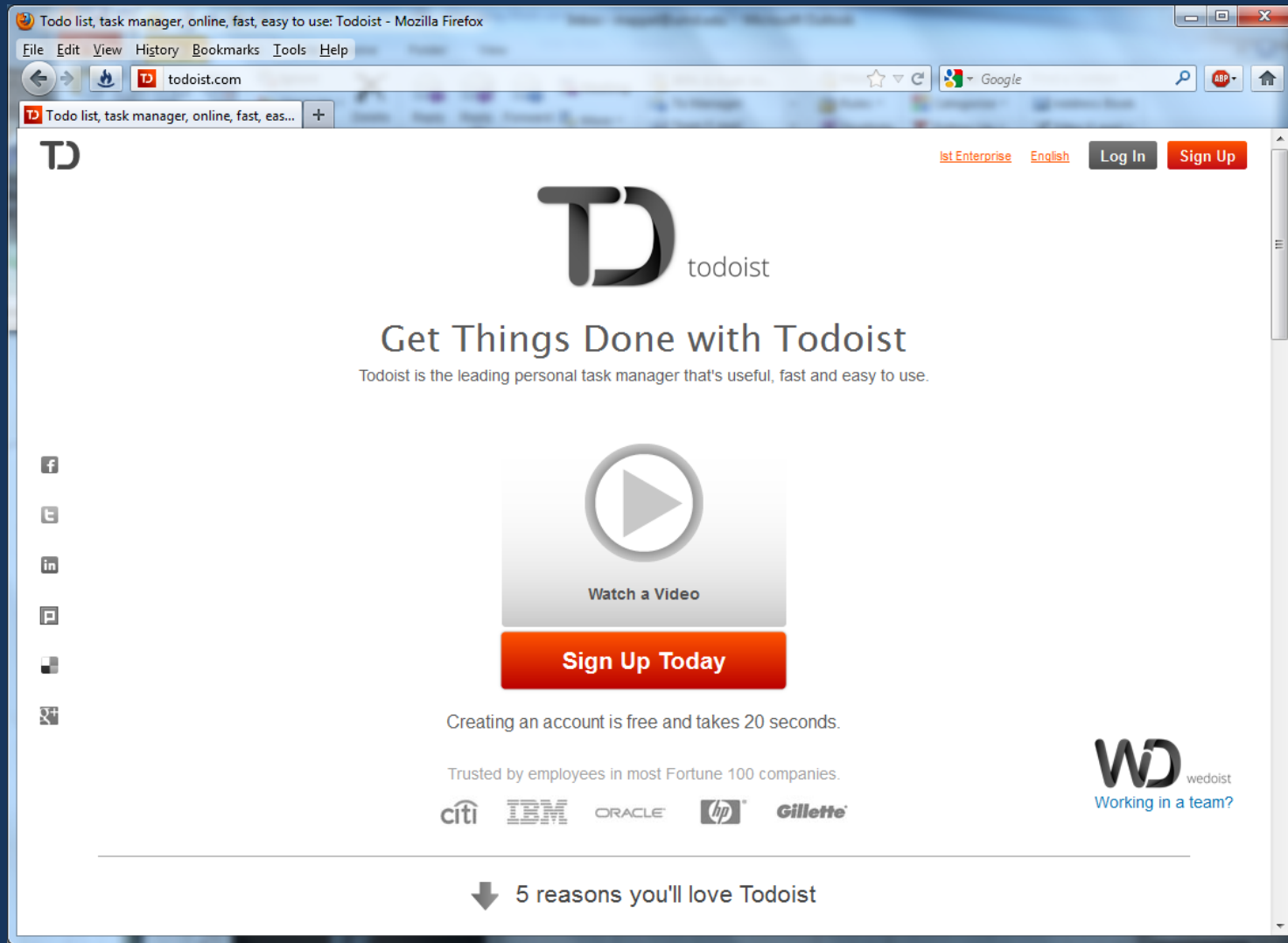
## Email Commandments

1. Get out of denial (email is anticipated to rise 14% in next two years).
2. Don't let email be #1 priority.
3. Not all emails are created equally.

## Best methods to tame?

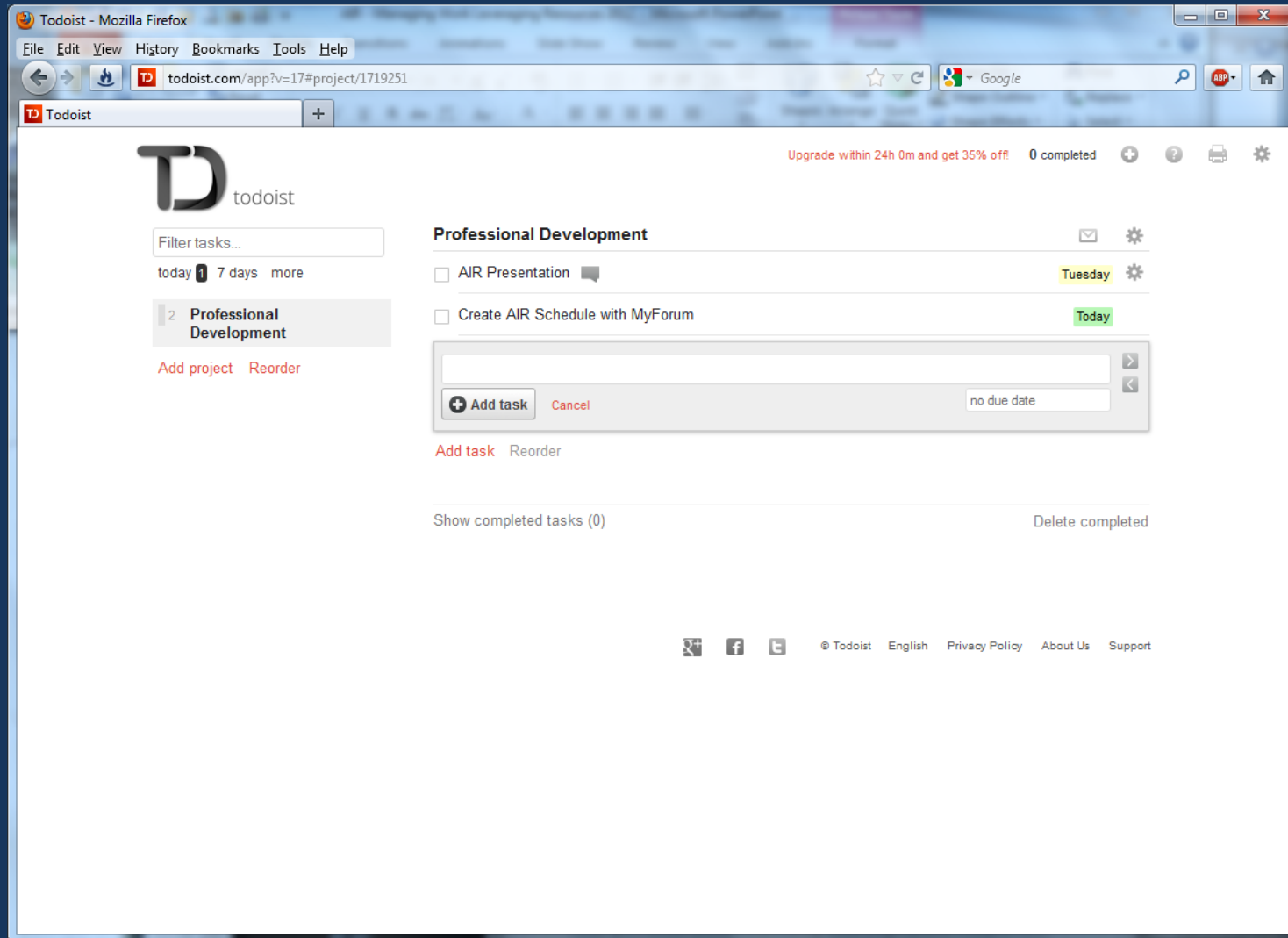
- Turn off reminders and check at periodic times during the day.
- Use templates for common responses.
- Turn emails into tasks then cross them off
- Actions: delete/archive, delegate, defer, respond (in 2 minutes or less), do
- <http://three.sentenc.es/>

# Todoist



URL: [todoist.com](http://todoist.com)

# Todoist



URL: [todoist.com](https://todoist.com)

# OneNote

- Organization / note-taking tool
- Meeting minutes, conference notes, planning sessions
- Can store locally or on network to access from various locations
- Can send information from screen shots, scans, emails, calendar directly to OneNote

+ Add Notebook



Institutional's Notebook



ellucian learning library



Assessment Resources



Strategic Planning



Distance Education Council



NCATE \_ TEC



TracDat Users Conference



MU Assessment webpage ideas



Gen Ed and Program Asmt suggestions

Open Other Notebooks

Quick Notes

"Sections" within the notebook

Various notebooks

... is this? "Sure I'm smart, just ask me and I'll tell you!"  
 food,  
 t manner?  
 using them, rather than selecting "N/A"?  
 B+ student who wants an A, not the C or D student who  
 s

for this strategic plan? Do we find things here - can we  
 weekend may be more cost effective, but may also help

to help address / rise / help to contextualize and identify

nd COPLAC -- use for the betterment of the institution.

acy (p.5), global awareness)

r for- or not-for-credit for seniors in Yes/No participation

ost-graduation full-time employment? We had to ask the  
 A? Is 24% a good thing or a bad thing?

enter satisfaction, (Maguire study), these may also go  
 eed the service, students aren't coming... *then we need to*  
**l to denote that this isn't an attack or negative on Nicole**  
**resources as a one-person office.**

people in Career Center" but "We want to increase the pre-  
 40%"

hat 20% would not return to MU again - pull out those  
 with other ideas and instruments

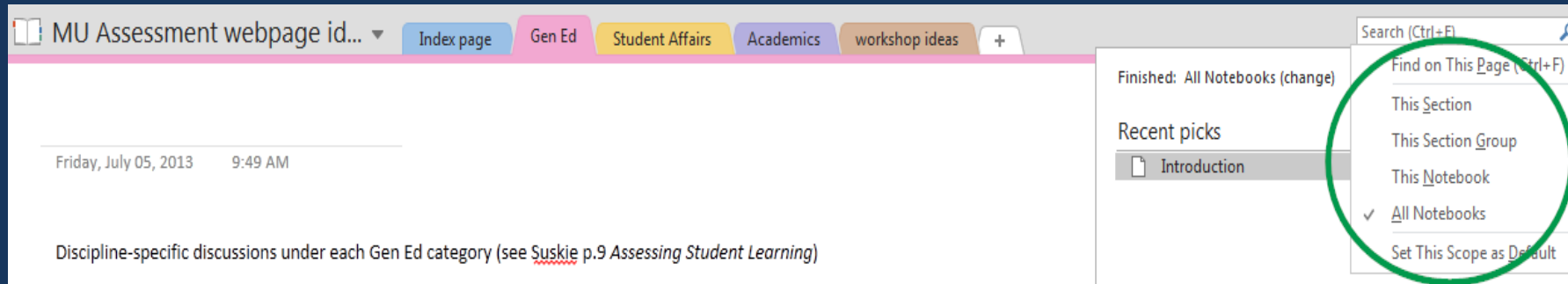
+ Add Page

- 2013-05-06
- 2013-05-13
- 2013-05-20
- 2013-05-29
- 2013-06-12
- 2013-06-19
- 2013-06-26
- 2013-07-10
- 2013-07-17

Different "pages" in the notebook

# OneNote

- Best of all – FIND information that you need!



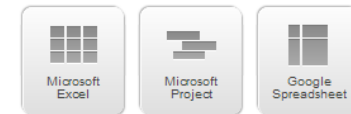
# Smartsheet



## Create New



## Import



## Report



## Template Gallery

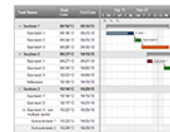
Search templates...

All Templates (15)

All

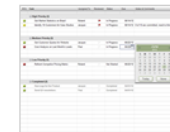
### Featured Templates

- Client Management
- Company Management
- Finance & Legal
- Human Resources
- I.T.
- Marketing
- Project Management
- R & D
- Sales
- Specialty
- Task & Checklist



Basic Project with Gantt & Dependencies

[Preview](#)  
[Use Template](#)



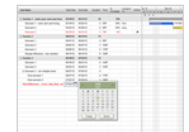
Team Task List by Priority

[Preview](#)  
[Use Template](#)



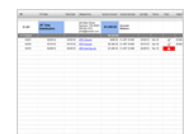
Event Plan & Budget

[Preview](#)  
[Use Template](#)



Gantt Project with Hard Deadline

[Preview](#)  
[Use Template](#)



URL: <http://www.smartsheet.com/>

# Smartsheet

The screenshot displays the Smartsheet web application interface. At the top, the browser address bar shows the URL <https://app.smartsheet.com/b/home>. Below the browser, there is a navigation bar with a search field and a list of tabs: Home, 276-Financial Review Model Update (3.0), FRM Test Plan, BI Notes, AMB to do, Survey Log, 2013 NEAIR, 2014 NEAIR, and a plus sign for more tabs.

The main content area is divided into two columns. The left column shows the user profile for Annemarie Bartlett (abartlet@sju.edu) and navigation options: Create New..., Import..., Dashboard, and Sheets (13). Under Sheets (13), there are filters for All, Owned By Me, and Shared To Me, and a Deleted Items section.

The right column displays a list of spreadsheets under the heading 'Sheets'. The list has two columns: Name and Sharing Status.

Name	Sharing Status
2013 NEAIR	Not Shared
2014 NEAIR	Not Shared
259-Academic Dashboard Access for Chairs	Shared
276-Financial Review Model Update (3.0)	Shared
AMB to do	Shared
AMB-chair rollout tasks	Shared
BI Notes	Not Shared
Chair Dashboard Migration	Shared
FRM Test Plan	Shared
Notes	Not Shared
Quotable Quotes	Not Shared
RCM Project Plan	Shared
Survey Log	Shared

URL: <http://www.smartsheet.com/>



# Smartsheet

Account ? Help Search...

Home 276-Financial Review Model Update (3.0) FRM Test Plan BI Notes AMB to do Survey Log x 2013 NEAIR 2014 NEAIR +

SAINT JOSEPH'S UNIVERSITY  
Spirit Intellect Purpose

	Priority	Submitted	2013-14	Survey	Month	AY Sort	Frequency	Description	Mandatory/Volu	Comments	Data Sources/ Offices	Data Collected/ Prepped By:	Coordinated By:	Submit
1		<input checked="" type="checkbox"/>		Peterson's Tuition Update	07 (July)	1	Annual	Guidebook	Voluntary		IR	IR	IR	IR
2		<input checked="" type="checkbox"/>		UE Insurance update	07 (July)	1	Annual	Compliance	Mandatory		IR	IR	Finance	Finan
3		<input checked="" type="checkbox"/>		Military Times - Best for Vet	08 (August)	2	Annual	Ranking	Voluntary		SRFS, IR, CPLS	CPLS/SRFS	IR	IR
4		<input checked="" type="checkbox"/>	10/03/13	The Official Catholic Directory	09 (September)	3	Annual	Directory	Mandatory		IR	Rector	IR	IR
5		<input checked="" type="checkbox"/>	09/27/13	Philadelphia Business Journal MBA s	09 (September)	3					MBA, IR			
6		<input checked="" type="checkbox"/>	09/20/13	Philadelphia Business Journal 4yr Colleges	09 (September)	3	Annual	Ranking	Voluntary		IR	IR	IR	IR
7		<input checked="" type="checkbox"/>	09/20/13	US News Online Grad Education programs	09 (September)	3	Annual	Ranking	Voluntary		IR, Grad AS, EM	IR/EDU/EM	IR	IR
8		<input checked="" type="checkbox"/>	09/05/13	US News Online Grad Business programs	09 (September)	3	Annual	Ranking	Voluntary		HSB, IR, EM	IR/HSB	IR	HSB
9		<input checked="" type="checkbox"/>	09/04/13	US News Online Bachelor's programs	09 (September)	3	Annual	Ranking	Voluntary		CPLS	IR/CPLS	IR	CPLS
10		<input type="checkbox"/>		HERI CIRP Freshman Survey	09 (September)	3	Triennial	Student survey	Voluntary			Student Life: IR	SL	SL
11		<input type="checkbox"/>	10/02/13	AJCU Fact Files	10 (October)	4	Annual	Directory	Voluntary		IR, EM, Advancement	IR	IR	IR
12		<input type="checkbox"/>	11/25/13	Continuing Disclosure - SJU Bond Issue requirement	10 (October)	4	Annual	Compliance	Mandatory	usually due by end of O	IR, EM, HR, OFA	IR	IR	IR to
13		<input type="checkbox"/>	11/04/13	IPEDS 12 month enrollment survey	10 (October)	4	Annual	Federal	Mandatory		EM	EM	EM	EM
14		<input type="checkbox"/>	11/04/13	IPEDS Completions Survey	10 (October)	4	Annual	Federal	Mandatory		IR, Registrar	IR	IR	IR
15		<input checked="" type="checkbox"/>	11/04/13	IPEDS Institutional Characteristics Survey	10 (October)	4	Annual	Federal	Mandatory		IR, EM	IR	IR	IR
16		<input type="checkbox"/>	11/04/13	Common Data Set	10 (October)	4	Annual	Internal	Voluntary		EM, IR	IR	IR	IR
17		<input checked="" type="checkbox"/>	10/15/13	BusinessWeek Online Grad Distance MBA	10 (October)	4	Annual	Ranking	Voluntary		HSB, EM, IR	MBA	MBA	MBA
18		<input checked="" type="checkbox"/>	10/15/13	BusinessWeek Online Grad General Survey	10 (October)	4	Annual	Ranking	Voluntary		HSB, EM, IR	IR	IR	IR
19		<input checked="" type="checkbox"/>	10/15/13	BusinessWeek Online Grad Part Time MBA	10 (October)	4	Annual	Ranking	Voluntary		HSB, EM, IR	MBA	MBA	MBA
20		<input checked="" type="checkbox"/>	10/15/13	BusinessWeek Online Grad Executive Education	10 (October)	4	Annual	Ranking	Voluntary		Ralph C	Ralph C.	IR	Ralph
21		<input checked="" type="checkbox"/>	09/20/13	BusinessWeek Online Grad EMBA	10 (October)	4	Annual	Ranking	Voluntary		EMBA, IR	EMBA	EMBA	EMB
22		<input type="checkbox"/>	11/29/13	NSF-NIH enrollment and aid analysis survey-Part I	11 (November)	5	Annual	?	Mandatory	Consider declining parti	IR	IR	IR	IR
23		<input type="checkbox"/>	11/22/13	ACT 88 of 2002 Annual Survey - PA residence grad rates	11 (November)	5	Annual	Compliance	Mandatory		IR, EM, Registrar			
24		<input type="checkbox"/>	11/18/13	Barron's Profiles of American Colleges	11 (November)	5	Annual	Guidebook	Voluntary		IR, EM	IR	IR	IR
25		<input type="checkbox"/>	11/15/13	US News Graduate Business programs	11 (November)	5	Annual	Ranking	Voluntary		HSB, EM, IR			
26		<input checked="" type="checkbox"/>	11/15/13	US News Graduate Education programs	11 (November)	5	Annual	Ranking	Voluntary	compose denied letter fi	IR		IR	
27		<input type="checkbox"/>		President's Higher Education Honor Roll	11 (November)	5	Annual	Award	Voluntary	delayed due to fed shut	IR	IR	IR	IR
28		<input type="checkbox"/>	12/16/13	College Board Survey of Colleges	12 (December)	6	Annual	Guidebook	Voluntary		IR, EM	IR	IR	IR
29		<input type="checkbox"/>	12/13/13	AICUP FASFA Freshmen Admissions & Financial Aid	12 (December)	6	Annual	Benchmarking	Voluntary		EM	EM	IR	IR
30		<input type="checkbox"/>	12/13/13	AICUP FASFA Undergraduate Financial Aid	12 (December)	6	Annual	Benchmarking	Voluntary		EM	EM	IR	IR
31		<input type="checkbox"/>	01/31/14	PDE Annual Survey of Educational Programs	01 (January)	7	Annual	State Requirements	Mandatory	traditionally submitted b	Registrar			
32		<input type="checkbox"/>	01/24/14	AICUP Finance Survey	01 (January)	7	Annual	Benchmarking	Voluntary			IR	IR	IR
33		<input type="checkbox"/>	01/27/14	BusinessWeek Online Undergraduate	01 (January)	7	Annual	Ranking	Voluntary			IR/HSB	IR	IR
34		<input type="checkbox"/>		Princeton Review Common Data Set (CDS)*	01 (January)	7	Annual	Ranking	Voluntary			IR	IR	IR
35		<input type="checkbox"/>		Princeton Review Review Data Set (RDS)*	01 (January)	7	Annual	Ranking	Voluntary			IR	IR	IR
36		<input type="checkbox"/>	02/28/14	NSF-NIH enrollment and aid analysis survey - Part II	02 (February)	8	Annual	?	Mandatory		IR, EM	IR	IR	IR

Sharing (1) Alerts (2) Attachments Discussions Update Requests Web Forms Publish Smartsourcing

abartlet@sju.edu COUNT: 62

URL: <http://www.smartsheet.com/>

# Other IR Resources

- [irresources.info](http://irresources.info)
- Measuring Quality in Higher Education: An Inventory of Instruments, Tools and Resources
- Toolbox.com
  - <http://www.toolbox.com/>
- Internet Resources for Higher Education Outcomes Assessment
  - <http://www2.acs.ncsu.edu/UPA/archives/assmt/resource.htm>
- Institute for Digital Research and Education
  - <https://idre.ucla.edu/stats>
- NEAIR – Recommended Links
  - [http://www.neair.org/general/recommended\\_links.asp](http://www.neair.org/general/recommended_links.asp)



## Welcome to IR Resources!

There are a variety of web-based resources available to the IR practitioner, the majority of which are available at no cost. To inform decision making, IR professionals must be able to select appropriate resources and retrieve data quickly and efficiently. We have created a tool to help quickly pinpoint the most appropriate resources for data requests. Select an item below to begin.

Category	<input type="text" value="Graduation"/>
Cost	<input type="text" value="Free"/>
<input type="button" value="Search"/>	

URL: <http://irresources.info/>

### Welcome to IR Resources!

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Do you have a resource you would like to see listed? [Send it to us!](#)



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Email us at: [info@irresources.info](mailto:info@irresources.info)  
[About Us](#)

[Search Again](#)

Sort by

**Source** Census Bureau Statistical Abstract  
**Web Address** <http://www.census.gov/compendia/statab/cats/education.html>  
**Description** The Education section presents data primarily concerning formal education as a whole, at various levels, and for public and private schools. Data shown relate to the school-age population and school enrollment, educational attainment, education personnel, and financial aspects of education. In addition, data are shown for charter schools, computer usage in schools, distance education, and adult education.  
**Years of Data Available** 1880-present  
**Cost** Free  
**Data Source** Much of the data comes from NCES and other governmental sources.  
**Data Type** Downloadable data

**Source** Chronicle Facts and Figures  
**Web Address** <http://chronicle.com/section/Facts-Figures/58/>  
**Description** Chronicle Facts and Figures contains reports, data, and maps on a variety of higher education issues, including compensation, tuition cost, online learning, and degree attainment.  
**Years of Data Available** Varies  
**Cost** Free  
**Data Source** Varies  
**Data Type** Interactive website

**Source** College Board ACES  
**Web Address** <http://professionals.collegeboard.com/higher-ed/validity/aces>  
**Description** Admitted Class Evaluation Service™ (ACES) is a free online service that predicts how admitted students will perform at your institution generally and how successful they can be in specific classes. ACES helps you answer important questions about the assessments you use to admit and place students at your institution. ACES offers two types of validity studies—admission and placement.  
**Years of Data Available** Most recent reporting year  
**Cost** Free  
**Data Source** Your institutions data and Collegeboard data  
**Data Type** Instructions

**Source** College Board College Completion Agenda  
**Web Address** <http://completionagenda.collegeboard.org/reports>  
**Description** The Commission on Access, Admissions and Success in Higher Education, formed by the College Board, has been created to study the educational pipeline as a single continuum and identify solutions to increase the number of students who graduate from college and are prepared to succeed in the 21st century. The commission established 10 interdependent recommendations to reach its goal of ensuring that at least 55 percent of Americans hold a postsecondary degree by 2025. Contains education data on elements from enrollment in preschool through postsecondary graduation.  
**Years of Data Available** Varies  
**Cost** Free  
**Data Source** NCES, U.S. Census Bureau, College Board, National Institute for Early Education Research, NACAC State of College Admission, Education Commission of the States, National Governors Association and Council of Chief State School Officers, State Nonfiscal Surv  
**Data Type** Downloadable reports and data, interactive website

**Source** College Completion  
**Web Address** <http://collegecompletion.chronicle.com/>  
**Description** College Completion is a microsite produced by The Chronicle of Higher Education with support from the Bill & Melinda Gates Foundation. This Web site examines data and trends at 3,800 degree-granting institutions in the United States (excluding territories) that reported a first-time, full-time degree-seeking undergraduate cohort, had a total of at least 100 students at the undergraduate level in 2010, and awarded undergraduate degrees between 2008 and 2010.

URL: <http://irresources.info/>

# Measuring Quality in Higher Education

## Measuring Quality in Higher Education

[Introduction](#) | [Organization](#) | [Guidelines](#) | [Inventory](#) | [Additional Resources](#) | [About the Authors](#) | [Contact](#)

### Measuring Quality in Higher Education: An Inventory of Instruments, Tools and Resources

This web site provides an inventory of resources designed to assist higher education faculty and staff in the challenging task of assessing academic and support programs as well as institutional effectiveness, more broadly. The items in this inventory are divided into four categories: instruments (examinations, surveys, questionnaires, etc.); software tools and platforms; benchmarking systems and data resources; projects, initiatives and services. They can be searched using keywords or through a set of filters that include the unit of analysis, the targeted level of assessment, and the subject of measurement.

This inventory is an update to the monograph, "Measuring Quality: Surveys and Other Assessments of College Quality" (Borden & Owens, 2001), published jointly by the American Council on Education and the Association for Institutional Research. The original volume included information about 26 assessment instruments (mostly examinations and surveys). The current inventory, in which the National Institute for Learning Outcomes Assessment is also a partner, expands considerably the domain and range of assessment resources to include approximately 250 items. Whereas the earlier resource focused almost entirely on assessing student life and learning, this version also considers a broader range of quality issues for which there is public interest regarding institutional effectiveness, including the research/scholarship and outreach/service missions of institutions, as well as the alignment between higher education institution activities and societal needs.



#### Website Guide

- [Browse/Search the Inventory](#)
- [Learn More About the Four Categories of Instruments](#)
- [View Guidelines for Selecting and Using Assessment Instruments, Tools, and Services](#)
- [View Additional Resources Related to Higher Education Accountability and Improvement](#)

#### Announcements

11.3.10 - [The National Institute for Learning Outcomes Assessment](#)

**National Institute for Learning Outcomes Assessment**  
Making Learning Outcomes Usable & Transparent

The National Institute for Learning Outcomes Assessment (NILOA) regularly releases occasional papers that examine contemporary issues and inform

URL: <http://apps.airweb.org/surveys/>

<http://apps.airweb.org/surveys/Guidelines.aspx>

# Measuring Quality in Higher Education

<http://apps.airweb.org/surveys/Inventory.aspx>

## Inventory

### + Search Options

Showing: 1 - 20 of 251

#### Adult Learner Needs Survey

*ACT, Inc.*

Category: Instruments

Unit of Analysis: Student

Level of Assessment: Institution-Level; Other/Non-specific

Target: Attitudes, Beliefs or Values; Characteristics, Qualities or Opportunities

Explores the perceived educational and personal needs of adult students, or of prospective adult students in the community. (This instrument is no longer published.)

#### Alumni Outcomes Survey

*ACT, Inc.*

Category: Instruments

Unit of Analysis: Student

Level of Assessment: Institution-Level

Target: Attitudes, Beliefs or Values; Growth, Success or Productivity

Assesses alumni perceptions of an institution's impact on their personal and professional growth and development. Provides a detailed employment and education history. (This instrument is no longer published.)

#### Alumni Survey

*ACT, Inc.*

Category: Instruments

Unit of Analysis: Student

Level of Assessment: Academic Schools/Departments and Student Services; Administrative/Support Programs or Processes; Other/Non-specific

Target: Attitudes, Beliefs or Values; Experiences or Behaviors; Practices, Processes or Policies

Evaluate the impact of programs, services, and experiences of students by assessing the perceptions of graduates. Provides a detailed employment and education history. (This instrument is no longer published.)

## Additional Resources

The following resources provide more general information and links to additional resources related to higher education quality improvement.

### Accountability

[Education Commission of the States: Postsecondary Accountability \(ECS\)](#)

State-level accountability issues, focusing on performance funding models, indicators, and measures.

[National Center for Public Policy and Higher Ed \(NCPPE\)](#)

Provides action-oriented analyses of pressing policy issues facing the states and the nation regarding higher education-including two- and four-year, public and private, for-profit and nonprofit institutions.

[State Higher Education Executive Officers: Accountability & Assessment \(SHEEO\)](#)

Reports, projects and recommended readings related to higher education accountability and assessment.

[Western Interstate Commission for Higher Education: Accountability \(WICHE\)](#)

Provides publications, papers, and reports along with policy and data resources on accountability and assessment, as well as additional links to higher education organizations.

### Accreditation

[American Association of University Professors: Resources on Accreditation \(AAUP\)](#)

Provides views on accreditation processes, in particular the role that faculty play as well as links to resources.

[Council for Higher Education Accreditation \(CHEA\)](#)

Provides links to the higher education accrediting agencies recognized by the U.S. Department of Education.

[U.S. Department of Education: Accreditation in the United States](#)

Describes the structure of U.S. higher education accreditation and lists the agencies recognized by the U.S. Department of Education, including regional and specialized accreditation.

### Assessment

[Alverno College: Learning Outcomes Studies](#)

Focuses on conducting research aimed at linking the outcomes of college to the curriculum, assessment techniques and the assessment process, and demonstrating the link between college-learned and life outcomes in the workplace, personal life, service, and citizenship.

[Association of American Colleges & Universities: Assessment](#)

Initiatives, publications, meetings and institutes, and other assessment resources developed or shared by member institutions.

<http://apps.airweb.org/surveys/AdditionalResources.aspx>

# NEAIR Recommended Links

The screenshot shows a Firefox browser window displaying the NEAIR Recommended Links page. The browser's address bar shows the URL [www.near.org/general/recommended\\_links.asp](http://www.near.org/general/recommended_links.asp). The page features a header with the NEAIR logo (North East Association for Institutional Research) and social media icons for Facebook and LinkedIn. A navigation menu on the left includes links for Home, Conference, Exhibitor, Proceedings, Members, Awards, Grants, Forum, Jobs, Governance, and Search. The main content area is titled "Recommended Links" and includes a search bar, a "Filter By Category" dropdown set to "All Categories", and a call to action: "Do you have helpful links to share with other NEAIR members? Send us the link and a brief description to NEAIR." Below this, there are three "IR Resources" listed: Association for Institutional Research, Council for Adult & Experiential Learning, and Council for Higher Education Accreditation. On the right side, there is a "Sign In" form with fields for Username and Password, a "Sign In" button, and links for "Forgot your password?" and "Haven't registered yet?". A "NEAIR News" section is also visible, showing a news item dated 8/28/2013 titled "Membership Renewal and New Member Enrollment" and another dated 10/11/2013 titled "OVERFLOW HOTEL".

URL: [http://www.near.org/general/recommended\\_links.asp](http://www.near.org/general/recommended_links.asp)

# Handy Apps

- Google Drive (for your smartphone)
- Evernote/Penultimate



# Evernote (and Penultimate)

The screenshot displays the Evernote web interface. On the left, a sidebar contains a 'Shortcuts' section and a 'Notebooks' list. The 'Notebooks' list includes 'All Notes (32)', 'Anniversary (5)', 'bookmarks (1)', 'christmas (3)', 'DUG 2012 (15)', 'Evernote (1)', 'MU (1)', 'Penultimate (4)', 'Re2 (1)', 'Vacation (1)', and 'Trash (2)'. The 'Penultimate' notebook is selected. The main content area shows a list of notes within the 'Penultimate' notebook, including 'Notes 4 weeks ago', 'Notes 12/15/11', 'Datatel Implementation 12/3/11', and 'Welcome to Penultimate 4/11/10'. A red line highlights the 'Penultimate' notebook in the sidebar and the 'Datatel Implementation' note in the list. A blue arrow points from the 'Datatel Implementation' note to a handwritten note in the main content area. The handwritten note is titled 'END OF TUNNEL' and contains the text: 'Project mode --', 'prioritize updates', and 'Better communication'. The note is circled in blue and has two lightbulb icons drawn above it. The Evernote logo and 'EVERNOTE' text are visible in the top left corner of the interface.

URL: [evernote.com](http://evernote.com) and [evernote.com/penultimate](http://evernote.com/penultimate)

# What tools do you love?

- Please share the tools you love at:

<https://docs.google.com/document/d/1HWo5K9nI8T-My1rDYsFcuDf5WO4Q86bN4heMJJ6QTCE/edit?usp=sharing>