

DEGREE EVALUATION WORKSHEET

Formal Training Plan

Submitted by Jane Stout
June 14, 2007

Revised June 19, 2007

Degree Evaluation Website

A webpage dedicated to the Degree Evaluation will be completed by Friday, June 29, 2007. A link to this webpage will be available at the Academic Advisement Center website (<http://departments.weber.edu/aac>), as well as in the WSU A-Z Index, and will contain the following:

- A monthly update newsletter detailing current improvements to, problems with, and future plans for the Degree Evaluation Worksheet;
- An online problem report form;
- An online trouble-shooting guide;
- Up-to-date information on Degree Evaluation training classes through Training Tracker;
- Quick links to eWeber (through which Crystal Enterprises and Training Tracker will be accessible), the PPM, degree evaluation tutorials, and other pertinent websites;
- Contact information.

Training Classes

Faculty and Other Academic Advisors. One-hour Degree Evaluation workshops will be made available through Training Tracker for all faculty and non-faculty academic advisors at a variety of days and times, as follows:

10/17/07 (Wed): 11 a.m. to 1 p.m.
10/25/07 (Thu): 8 to 11 a.m.
11/06/07 (Tue): 1 to 4 p.m.
11/15/07 (Thu): 10 a.m. to 1 p.m.

These workshops will be advertised through the faculty/staff eWeber portal bulletin board and targeted emails.

Support Staff. Training classes geared towards the needs of WSU personnel who work in supporting roles to faculty and non-faculty advisors have also been scheduled as these individuals also need to be familiar with the Degree Evaluation Worksheet. A variety of classes have been scheduled through Training Tracker over the summer for this specific group at the following days/times:

06/21/07 (Thu): 9 to 11 a.m.
06/26/07 (Tue): 10 a.m. to 1 p.m.
07/12/07 (Thu): 1 to 4 p.m.
07/18/07 (Wed): 9 a.m. to 12 p.m.

Again, individuals who fall in this category will be notified of training opportunities through the faculty/staff eWeber bulletin board as well as an email campaign.

New Employee Training. Efforts to incorporate Degree Evaluation Worksheet training into the New Employee Orientation were side-tracked due to personnel changes within the Training and Development Office. However, since not all new employees will be using the Degree Evaluation Worksheet, this approach is being reconsidered. As an alternative, it is proposed that one new employee training class be offered at the same time each month (e.g., first Wednesday of the month, etc.). Working in conjunction with the Human Resources Office, new employees who should receive this training will be identified, contacted, and encouraged to attend a monthly training class. At this time, it is unclear whether or not this will be done through Training Tracker; however, this is certainly a consideration.

Ongoing Departmental Training. At this time, individualized departmental training has been afforded to every college at Weber State. Efforts to establish and maintain ongoing communication with all college and faculty advisors will continue via the Degree Evaluation Update newsletter, pertinent emails, and other notices as the need arises. Another round of formal departmental training may be considered in the future if deemed necessary.

It is anticipated that all of the training classes mentioned above will be taught by Jane Stout of the Academic Advisement Center.

Training Evaluation. At the completion of the last round of training classes, an evaluation form was completed by attendees (attached). Overall, responses were positive. In order to ensure continued improvements in future training classes, the same form will be utilized for and adapted appropriately to staff, advisor, and new employee training assessment.

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DEGREE EVALUATION TRAINING SESSION
Feedback Form

Dear Colleague,

You recently attended a Degree Evaluation Training Session. In order to make our training more effective in the future, **please take a minute and rate the following questions by circling the number that applies:**

1. *The orally presented information was presented in an understandable manner.*

1 ----- 2 ----- 3 ----- 4 ----- 5
Disagree Agree

2. *The handouts were useful.*

1 ----- 2 ----- 3 ----- 4 ----- 5
Disagree Agree

3. *The training helped me to better understand the degree evaluation tool.*

1 ----- 2 ----- 3 ----- 4 ----- 5
Disagree Agree

4. *My questions were adequately addressed.*

1 ----- 2 ----- 3 ----- 4 ----- 5
Disagree Agree

5. *I know whom to contact with questions pertaining to the degree evaluation.*

1 ----- 2 ----- 3 ----- 4 ----- 5
Disagree Agree

6. *Overall, I feel confident interpreting the degree evaluation.*

1 ----- 2 ----- 3 ----- 4 ----- 5
Disagree Agree

7. *Suggested improvements to the Degree Evaluation Training Session:*

Please return via campus mail to Dr. Jill Grob, Academic Advisement Center, MC 1132.

Thank you! Jane Stout

For Office Use Only:

- Advisor Training
 Support Staff Training Session Date: _____
 New Employee Training Session Time: _____