

Session	Date and Time	Location	Content
Schedule an individual/unit meeting/workshop/training – <a href="#">email Dr. Barbara A Copenhaver Bailey</a>			
<b>Rubrics: Creating &amp; Utilizing Them in Our Assessment Plans</b>	3:00 – 4:00 p.m. Thursday, September 22	Laurel Room, Mountainlair	when to use a rubric; different types of rubrics; developing a rubric
	1:30 – 2:30 p.m. Wednesday, October 5	Laurel Room, Mountainlair	
<b>Utilizing Focus Groups for Assessment</b> <i>This session will be conducted by Dr. Martha Glass, Director of Assessment &amp; Professional Development – Virginia Tech</i>	1:30 – 2:30 p.m. Monday, October 10	135 Career Services, Mountainlair	when to use a focus group; advantages of using focus groups how to prepare
<b>Institution Review Board Requirements (IRB)</b> <i>This session will be conducted by Lilo Ast, Office of Research and Institutional Compliance</i>	9:00 – 10:00 a.m. Tuesday, October 11	Room 209 Chestnut Ridge Research Building	all assessment and research that includes contact with human subjects is required to submit to the IRB; learn the different types of protocol, how to submit and other info
	3:00 – 4:00 p.m. Thursday, October 13		
<b>CampusLabs Training: Baseline</b>	8:30 – 9:30 a.m. Tuesday, October 18	Laurel Room, Mountainlair	using CampusLabs - <i>Baseline</i> to develop and implement surveys; create rubrics; utilize their smartphone ap, “Response”
<b>CampusLabs Training: Compliance Assist</b>	10:00 – 11:00 a.m. Tuesday, October 18	Cathedral Room, Mountainlair	using CampusLabs – <i>Compliance Assist</i> to summarize and reporting on your completed assessment projects
	11:00 a.m. - 12:00 p.m. Wednesday, October 19	Blackwater Room, Mountainlair	
<b>Reporting and Presentation Format Requirements</b>	8:30 – 9:30 a.m. Tuesday, November 15	G06 Lyon Tower	requirements for Student Life reporting and opportunities/requirements for presenting 2016-17 assessment plan results will be reviewed
	2:00 – 3:00 p.m. Wednesday, November 16	Laurel Room, Mountainlair	