



# Webinar Registration Form

## Using Assessment Data To Create A Report & Implementation Plan For Academic Resource Centers

Thursday, June 18 ~ 1:00-2:00pm (Eastern)

Once the live date has passed, this training will be available on demand.

## Overview

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This webinar will demonstrate how to set up a collection of assessment reports as an Impact Workbook for a given annual year. You can think of it as a yearly report, but it intends to set up the team for a day of honest review—a day to consider where did we miss the mark and what is the action plan to set the course for improvement in the following year. The data yielded can be used for marketing—later—but for now—the team should put its mind to intentionally building reports for harsh scrutiny. The webinar will share how an assessment plan will take the time to consider all aspects of the operation that need improvement.

The webinar participants will see the evolution of the report, as well as how it is implemented for discussion. The Impact Workbook most definitely harnesses a “divide and conquer” approach, but ultimately one person must author the pages, not for just a unified appearance for a unified purpose. This webinar prepares participants to be that author as well as the facilitator for a discussion of the data.

### Objectives:

- Explain the touchstones of the assessment process as it leads to the Impact Workbook
- Emphasize the connection between assessment and action plans and follow up
- Develop assessment reports and train team members to run them as well as train how to make commentary on them
- Demonstrate to the unit how to roll out a Data Day for completing the assessment cycle
- Assess for the assessment—of course!

## Who Should Attend?

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- Tutoring Program Directors
- Supplemental Instruction Coordinators
- Peer-led Learning Team Coordinators
- Learning Center Professional Staff
- Administrators
- Any educator interested in learning more about assessment reports



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### Speaker(s)

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*Know the data, value the data, talk about the data-- for better or worse...*

**M.E. McWilliams** is the director of the award-winning Academic Assistance and Resource Center (AARC) at Stephen F. Austin State University, Nacogdoches, Texas. For this center, she is responsible for over 250 peer tutors who offer innovative and collaborative learning to more than 50% of the undergraduates with an 84% success rate (A,B,C) . M.E. is a veteran workshop presenter and a teacher in the higher-ed classroom for over thirty-five years. She has served on a number of first-year experience committees, has taught the SFA freshman success course since 1997, and has been actively involved in the provisional program of SFA since 1995. She has served as an external reviewer for other learning centers.

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### Newsletter



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Academic Resource Centers  
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## Registration Information .....

Print Name		Job Title	
Institution/Organization			
Address			
City	State/Province	Zip/Postal Code	Country
Telephone	Fax	Email	
Innovative Educators Password (Choose a password for our records and future registrations)		Assistant's email (For registration confirmations & pre-conference communication)	
How did you hear about this event? (email, listserv, colleague, conference, other) _____			

## Payment Method .....

You can call us at 303.955.0415 or fax the completed form to 1.866.508.0860. If you would like to mail in the registration form and/or check, please send it to: Innovative Educators, 3277 Carbon Place, Boulder, CO 80301.

Paying by: (select one)    Credit Card    Check    Purchase Order (if applicable) P.O.#: \_\_\_\_\_  
(If you select PO as your payment method, a PO number is required.)

### Credit Card



Name on card		Account Number	
Billing Address	Billing City	Billing State	Billing Zip/Postal Code
Exp. Date	Security Code (last 3 digits on the back of Visa and MC)		

## Packages & Pricing

### Select your webinar package:

\$425 - 1 webinar (Unlimited connections at your institution and recording for one year)  
\$900 - 3 webinars (Save \$375)

\$1500 - 6 webinars (Save \$1050)  
\$3995 - Purchase Go2Knowledge to receive unlimited access to webinars & recordings for one year (Best Deal!)



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## Login Directions .....

The login directions provide the following information:

- A link and a password for the event.
- A link to test webinar access. Please test your computer prior to the event.
- The date and time of the webinar. Please be sure to reference the time zone converter on the login directions to confirm your event time.
- Audio instructions: You can stream the audio over your computer speakers, but you may want to have a phone available for backup purposes.

You will receive the login directions twice via email. The process is as follows:

- 1 week prior to the live event: You will receive login instructions.
- 1-2 days prior to the event: You will receive a link to the presentation and any additional handouts. Copies can be made for attendees if desired.
- The day of the event: Participants can login to the IE Webinar 30 minutes prior to the start time. Once logged in, participants can see the PowerPoint slides, ask questions, and make comments via the chat feature.
- Participants are encouraged to save and print the login directions to refer to on the day of the webinar.

## Site Connections .....

The basic registration fee allows you to access the webinar from one computer only. If you need multiple site connections, please register for the unlimited price.

## Recording Information .....

The Monday following the live event you will receive a link to the recording, it can be forwarded to all faculty and staff for viewing anytime, anywhere.

**Recording Benefits:**

- Share the presentation with other staff members
- Pause presentation for convenient viewing
- Review the presentation after the live event
- Train new hires throughout the year
- Show during an in-service training

## Technical Details .....

Innovative Educators uses WebEx as its web conferencing provider. If you have not previously attended a WebEx event, please click here to make sure your computer is compatible with WebEx. Be sure to complete this test prior to the live conference. See system requirements for more information.

## What equipment is required? .....

An Internet connection, computer speakers, and LCD projector are required if a large group is viewing the presentation. Participants can call in via phone if they are having trouble retrieving the audio over the computer. Please be sure to reserve a meeting room prior to the live event that can accommodate these requirements as well as your attendees. You should reserve the room 30 minutes prior to the webinar start time and allow at least 15-30 minutes after the webinar for discussion.

## Cancellation Policy .....

- 30 days prior: Full refund
- 14 days prior: \$100 processing fee
- Less than 14 days: Credit towards another IE event

## Satisfaction Guaranteed .....

We want you to be satisfied with your purchase. For questions, concerns, or problems, please email [support@ieinfo.org](mailto:support@ieinfo.org) or call 303.955.0415.