

HIEE Rollout 2018-19 Purpose, Plan & Timeline

PURPOSE

- Identify where HIEE already exists and where it can expand
- Give committee feedback on the usefulness of the language and taxonomy

PLAN

- Identify a group of volunteers from the faculty and staff to participate in the HIEE Rollout Pilot
 - Invite them to join a Two-Part Working Group set of sessions
 - Organize them into peer groups around a particular HIEE
 - Help them get oriented to HIEE document and using the HIEE taxonomy
- Get commitment from HIEE Rollout Pilot Participants to:
 - Attend two working sessions
 - September 12th Orientation
 - October 11th Workshop with Jillian Kinzie
 - Complete a survey administered by an SSSC Engagement Subcommittee member
 - Survey helps us identify where HIEEs already exist and at what level
 - Participate in a focus group
 - Focus groups provide feedback on the usefulness of the definition and taxonomy
- Survey is administered in Fall semester after workshops are complete (Nov 5 – Dec 14)
 - SSSC Engagement Subcommittee members are assigned 3-4 HIEE Rollout Participants to whom they will administer the survey one-on-one
- Focus groups are administered during the month of February
 - A pair of SSSC Engagement Subcommittee members will facilitate a focus group consisting of HIEE Rollout Participants to elicit their input and feedback about the definition and use of the taxonomy
- Survey data are compiled and analyzed and used to inform next steps for promoting HIEE at WSU
- HIEE definition and taxonomy are revised according to HIEE Rollout Participants' feedback and presented to various stakeholder groups across campus

TIMELINE

August 20-25 Invite participants to Two-Part Working Group meeting September 12th

- Opening school meetings

September 12 Part I of Two-Part Working Group meeting

- Introduce HIEE language and taxonomy
- Give opportunities to begin playing with the taxonomy

September 18 Committee Reviews Proposed Rollout Plan & Survey

- Review occurs at regular monthly meeting, Sept 18
- Revise according to committee feedback

- September 21** Follow up with participants in working group
- Share electronic copies of shared materials
 - Remind them of their peer squares with contact information of individuals in square
 - Give them instructions for October 11th workshop (per Jillian Kinzie)
 - Share next steps (including: instructions on use of taxonomy, how to share their information about what HIEEs they are using, when to expect survey & how it will be administered, and remind them of a future request for their participation in a focus group)
- October 11** Part II of Two-Part Working Group meeting
- Workshop with Jillian Kinzie, senior researcher at NSSE
 - Deepening and strengthening HIEE
 - Moving high impact strategies to higher levels of impact
 - Encourage participants to reconvene peer squares to support each other in their use of the taxonomy
- October 16** Finalize Survey Instrument and Method of Administration
- Committee reviews survey during monthly meeting, Oct 16
 - Finalize survey
 - Assign different committee members to 3-4 HIEE Rollout participants; committee members will meet one-on-one with participant to help them complete the survey
- November 5** Survey Visits with HIEE Rollout Participants begin
- Members from the SSSC Engagement Subcommittee meet with HIEE Rollout participants one-on-one to talk through their HIEEs, use of taxonomy and helps them respond to survey
- November 20** Focus Group Planning
- Occurs at regular monthly meeting, Nov 20
 - Develop focus group script
 - Determine who is facilitating which groups and when during the month of Feb
- December 14** Survey Visits with HIEE Rollout Participants conclude
- SSSC Engagement Subcommittee members complete one-on-one visits with HIEE Rollout participants
 - All surveys should be submitted by this date
 - Jessica and Brenda compile data
- December 18** Compile Survey Data & Focus Group Planning
- Regular monthly meeting, Dec 18th
 - Debrief survey administration
 - Assign HIEE Rollout Participants into focus groups, identify dates, times, locations, etc. for focus groups
 - Begin analysis of survey data

- January 15** Finalize Focus Group Process and Assignments
- Regular monthly meeting, Jan 15
 - Finalize focus group script
 - Review assignments regarding who is facilitating which focus group, when and where
 - Provide training to SSSC Engagement Subcommittee on facilitation of focus groups
- Feb 1-28** Facilitate Focus Groups
- SSSC Engagement Subcommittee members are facilitating focus groups during the month of February
 - Getting feedback on usefulness of language and taxonomy
- February 19** Report out on Analysis of Survey Data
- Report out to SSSC Engagement Subcommittee findings of survey data at regular monthly meeting, Feb 19
 - Generate a report about where and at what level HIEEs are occurring at WSU in the pilot HIEE Rollout group
 - Identify how we want to use these data to move forward
 - Check in on progress with focus groups
- March 1-15** Compile Feedback & Analyze Focus Group Data
- Compile feedback from focus groups
 - Identify patterns
- March 19** Review Finding of Focus Group Data
- At regular monthly SSSC Engagement Subcommittee meeting, March 19th
 - Refine HIEE definition and taxonomy based on feedback
- April 16** Review & Revise Presentation to Share out with Campus
- At regular monthly SSSC Engagement Subcommittee meeting, April 16th
 - Identify venues for presentation and who will give the presentation
- April - May** Present Revised Definition and Taxonomy
- Present at SSSC annual meeting including process we engaged in to get here, findings from survey and new definition and taxonomy
 - Present to HIEE Rollout Participants
 - Present at Deans Council
 - Present at Faculty Senate
 - Present at DPH
 - Other?
- May 21** Debrief and Set Goals for 2019-2020
- At regular monthly SSSC Engagement Subcommittee meeting, May 21st
 - This will be the final meeting of the subcommittee for the academic year