

April 4 Dialogue Days: Division Plan Worksheet

Note: Dialogue Days work best when you have specific goals you hope to achieve during your discussion! This worksheet will help you to clarify those goals and request any assistance you might need from the O&A coordinator in order to achieve them. Following your dialogue day discussion, you will be asked to provide follow-up information about whether and how your goals for the day were achieved.

Division:
Dialogue Day Plan/ Goal/ Outcome: <i>Please indicate your plans for discussion and what you hope the outcome of the day's events will be. Here you should list objectives you plan to complete during the session, so that you can report out on the day's accomplishments.</i>
Presentation Request: <i>Please indicate if you would like the Outcomes Assessment Coordinator to attend your meeting and give a short presentation or training on an assessment-related topic, and what training you are requesting. Topics might include outcomes mapping in TracDat, crafting measurable outcomes, how to close the assessment loop, etc. Presentation time will be determined based on the number of requests. If you would like TracDat training, please be sure to reserve an appropriate meeting space with computer access!</i>
Projected number of participants:
Meeting/Zoom Room:
Meeting Time:

NOTE: The O&A Committee has tentatively planned a general, lunchtime session from 12 – 2pm in order to facilitate dialogue across divisions; please plan accordingly where possible.

Please return this worksheet to Sarah Harris (sarahha@cos.edu) no later than **Friday, March 28.**