Hosting a NSSE Users Workshop

In collaboration with institutional representatives, NSSE has sponsored workshops where NSSE users, including faculty, administrators, institutional researchers, and student affairs professionals, from a variety of institutions, have exchanged ideas and learned to better use and understand their NSSE data. In a hands-on format NSSE staff and invited researchers will work with small teams of 2-3 institutional representatives to develop an action plan for implementing NSSE results in their institutional assessment and strategic planning efforts. We can acquaint users with the updated 2013 NSSE survey, help them transition, and work with prior years’ results.

Hosting a workshop offers institutions the opportunity to energize or showcase their use of NSSE results, focus attention on student engagement and assessment to campus-wide audiences, and coordinate parallel sessions targeted to their own campus assessment needs. The planning models for past workshops have been very flexible and were negotiated according to the needs, resources, and facilities of the host institution. Basically, NSSE staff handles preconference planning, including soliciting presenters and creating the schedule, marketing and registration, and the host institution arranges facilities and sets up. NSSE staff collaborates with the host to develop customized sessions to address the institution's student engagement and assessment needs. Find examples of schedules and presentations from previous NSSE users workshops, [http://nsse.iub.edu/workshop_presentations](http://nsse.iub.edu/workshop_presentations).

The detailed outline below illustrates the typical steps involved in planning a workshop.

**FOR INSTITUTIONS INTERESTED IN PLANNING A NSSE USER WORKSHOP:**

1. Select institutional representative or contacts to coordinate all workshop details with NSSE staff
2. Decide on dates:
   a. Workshop dates – schedule is flexible but a one and one-half day schedule has worked well for previous workshops.
   b. Once dates are determined, registration, and cancellation deadlines for the workshop and accommodations are set.
3. Space
   a. Determine conference location
   b. Assess number of rooms needed
   c. Determine room amenities – flipcharts and stands, water pitchers and cups on tables, whiteboards, etc.
   d. Arrange A/V based on number of presentations and room assignments
4. Parking
   a. Costs, if applicable.
   b. Determine whether to include in registration fee
   c. Provide vouchers, if needed
5. Food
   a. Calculate total number of meals to be provided for conference duration
   b. Review menu options and estimate per person costs
   c. Negotiate on-campus and off-campus food options
   d. Discuss any special events
6. Hotels and Travel
   a. Arrange hotel accommodations (special packages, preferred hotels and rates, any institutional discounts or block rates, amenities –internet, wireless, etc.) – NSSE staff also can help with these arrangements.
   b. Provide info on travel to and from airport
      i. Rental car, shuttle, bus, cab info
      ii. Driving instructions
   c. Provide info travel to and from hotel to conference if at separate locations

7. Costs
   a. Determine registration fee.
   b. Budget and expenses negotiated on an individual institution basis and based on items #3-7.

8. Sessions
   One and one-half day workshops will be focused on a specific institutional objective that can be accomplished with this period. Small teams will work on reviewing current data, finding patterns, and moving from analyzing to using data to create an action plan.

NSSE Responsibilities
1. All email communication which may include:
   a. announcement to NSSE participants
   b. announcement to non-NSSE participants
   c. invitation for submission of proposals
   d. follow up with participants and presenters
   e. primary contact for workshop questions

2. Scheduling of sessions
3. Posting of all conference information on NSSE Institute Web site
   a. online registration form – see “Negotiated Responsibilities” below
   b. online proposal submission form, if applicable
   c. tentative schedules
   d. facilities info
   e. contact info

4. Handouts, giveaways

Negotiated Responsibilities
1. Online registration form – Indiana University Conferences will handle
   a. conference attendees will register online via the IU Conferences Web site
   b. NSSE will oversee maintenance, follow up, and preparation and dissemination of registration list updates

2. Registration table set up and staffing
3. Preparation of conference folders
4. Preparation of badges, sign-in lists, etc.
5. Parallel sessions to address campus assessment needs

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