



ACCREDITATION SELF-STUDY DATA COLLECTION WORKSHOP

Overview

This four-hour workshop targets individuals who are responsible for executing institutional self-study efforts associated with accreditation. Participants will gain an understanding of the principles and benefits associated with using structured data, and become familiar with several common tools used to gather and aggregate data contributed by self-study participants.

Requirements

Participants should be familiar with the overall processes, roles and concepts associated with accreditation self-study. No technical background is required.

Course Outline

Introduction to Self-Study

- Purpose
- Use of Standards
- Participants and Roles
- Outputs

Planning for Data Collection

- Questions
- Metadata
- Data Lifecycle
- Exercise: Completion of planning worksheet

Selecting Tools for Data Collection

- Consider your environment: what is available?
- Microsoft Office: Word and InfoPath
- Microsoft SharePoint
- Web-based surveys
- Discussion time: what fits?
- Exercise: Create and complete a sample form

Data Aggregation and Reporting

- SharePoint Document Libraries
- Simple use of XML and XSLT
- Data archiving
- All-Group Exercise: Generate a report

Wrap-Up

- Review concepts and approach
- Resources for additional information