

PEEQ Process Narrative

October 22 – 23	Chairs, Directors receive final materials for completing self-study reports.
November 3	<p>Departments, units, nominate Evaluation Team candidates</p> <ul style="list-style-type: none"> • Nominees embody characteristics identified in Team handout • Nominee lists approved or expanded by Deans/VCs/AVCs
November 14	Deans/VCs/AVCs submit Team nominations to Chancellor & Vice Chancellors
December 1	Evaluation Team (and alternates) announced
December – February	<p>Evaluation Team training, first stage</p> <ul style="list-style-type: none"> • Criteria subset analysis and “color-wheel” principles and practice. • Evaluation “test run” with select departments and units
February 2	<p>Departments and units submit self-study reports to administrator (Deans/VCs/AVCs as appropriate) for review</p> <ul style="list-style-type: none"> • February due date presumes broad participation within each department and unit • Self-studies are reviewed by supervisor for accuracy, rigor, and candor <p>Departments/units revise and refine self-studies during first half of February in consultation with Deans/VCs/AVCs</p>
February 16	<p>Deans/VCs/AVCs complete departmental and unit conversations and prepare their comments on the self studies (1st stage analysis)</p> <ul style="list-style-type: none"> • Comparisons between departments or units are not considered yet • Dean/VC/AVC comments on each report are brief (well under one page). The comments express the extent of the administrator’s agreement or disagreement with it and degree of confidence in report’s narrative. It could also include any significant factors the evaluators should consider – such as external factors that may impact aspects of the self-study or historical information that could put the narrative in a broader context

	<ul style="list-style-type: none"> Comments are shared with the departments/units
March 2	<p>Deans/VCs/AVCs submit all self studies, with their comments, to the Evaluation Team. Evaluation Team develops color wheels</p> <ul style="list-style-type: none"> Team personnel divide each report into criterion segments Evaluation Team distributes segments (and accompanying comments) to the appropriate evaluation subgroup (whose memberships will remain anonymous) Subgroup identities and their criterion assignments remain confidential throughout entire process and in the future
April 20	Evaluation Team subgroup color-wheel analyses (with explanatory narrative) are shared with each department. Color wheels are not shared publicly at this point
April 27	Departments/units provide written responses to the Evaluation Team, addressing any concern about their assigned color-wheel analysis or accompanying narrative
May 11	<p>Evaluation Team finalizes color wheels and narrative for each department or unit. All self studies and their color wheels (with narrative) are shared with the APC and posted publicly to the intranet</p> <ul style="list-style-type: none"> All members of campus may view color wheels Commentary from campus is neither solicited nor accepted at this stage, which coincides with Summer term If departments still disagree with any of the color wheel evaluations, they can submit concerns to the Evaluation Team. Disagreements greater than 1 degree (e.g., should be orange, not blue) will be noted on the final color wheel so that when recommendations are developed, the concerns can be discussed Monthly updates regarding meetings and activities will be posted to the university website and emailed to all campus employees from now until October 16; however, these reports will not include precise details about specific departments or units
May 11– June 15	<p>Evaluation Team training, second stage</p> <ul style="list-style-type: none"> Preparation for full Evaluation Team work

	<ul style="list-style-type: none"> • Emphasizes holistic analyses of and comparisons among department and unit “color-wheel” evaluations • Considers complete analyses of departments and units both as individual entities and as members of a college or division • Considers relationships between and among all areas of the university • Deans, AVCs & VCs develop 2nd stage analyses, in consultation with their departments and units
June 15	<p>Deans, AVCs and VCs submit 2nd stage analyses to the full Evaluation Team</p> <ul style="list-style-type: none"> • Based on published color wheels and accompanying narratives, the 2nd stage analysis identifies challenges and opportunities from a college/division-wide perspective • Analysis notes potential areas/activities for optimum growth or change • Analysis notes possible resource allocation or reallocation • 2nd stage analyses are not made public
July 10	<p>1-day Planning Meeting for Evaluation Team, Deans, AVCs, VCs and Chancellor</p> <ul style="list-style-type: none"> • Evaluation Team reviews preliminary analyses / observations and discusses possible recommendations with leadership
July 31	<p>Evaluation Team submits full report to Chancellor</p> <ul style="list-style-type: none"> • Team offers broad observations about potential for institutional action on a large scale, between and among divisions and colleges • Recommendations for growth, maintenance and change are outlined, focusing on functions/activities within each division and university-wide • Departments and units as a whole are <u>not</u> assigned a change category, although individual functions within units and departments may have recommendations for change. • All observations and recommendations are advisory in nature
July 15 – October 16	<p>In extended consultation, Chancellor prepares University Action Plan and accompanying budget priorities for the coming year</p> <ul style="list-style-type: none"> • Chancellor reviews full report • Chancellor discusses report with Evaluation Team as needed

	<ul style="list-style-type: none"> • Chancellor’s late-summer retreat convenes Deans/AVCs/VCs, and possibly others, to identify administrative options in response to Evaluation Team observations • Deans/AVCs/VCs aim at achieving consensus among the various college and division options • After faculty and staff have returned to full contractual duties following summer, Deans/AVCs/VCs confer with them to develop immediate and long-term plans in response to the recommendations • Plan is shared with University Senate • All-campus communication, which may include forums and information sessions are held to discuss recommendations. Cross-college and cross-divisional discussions are encouraged
October 16	Divisional plans integrating PEEQ outcomes with proposed budget allocations submitted to the Chancellor
October 22	Budget proposals due for 2011/12 budget; for the first time, UWEC budget-building begins to reflect evaluation and planning process