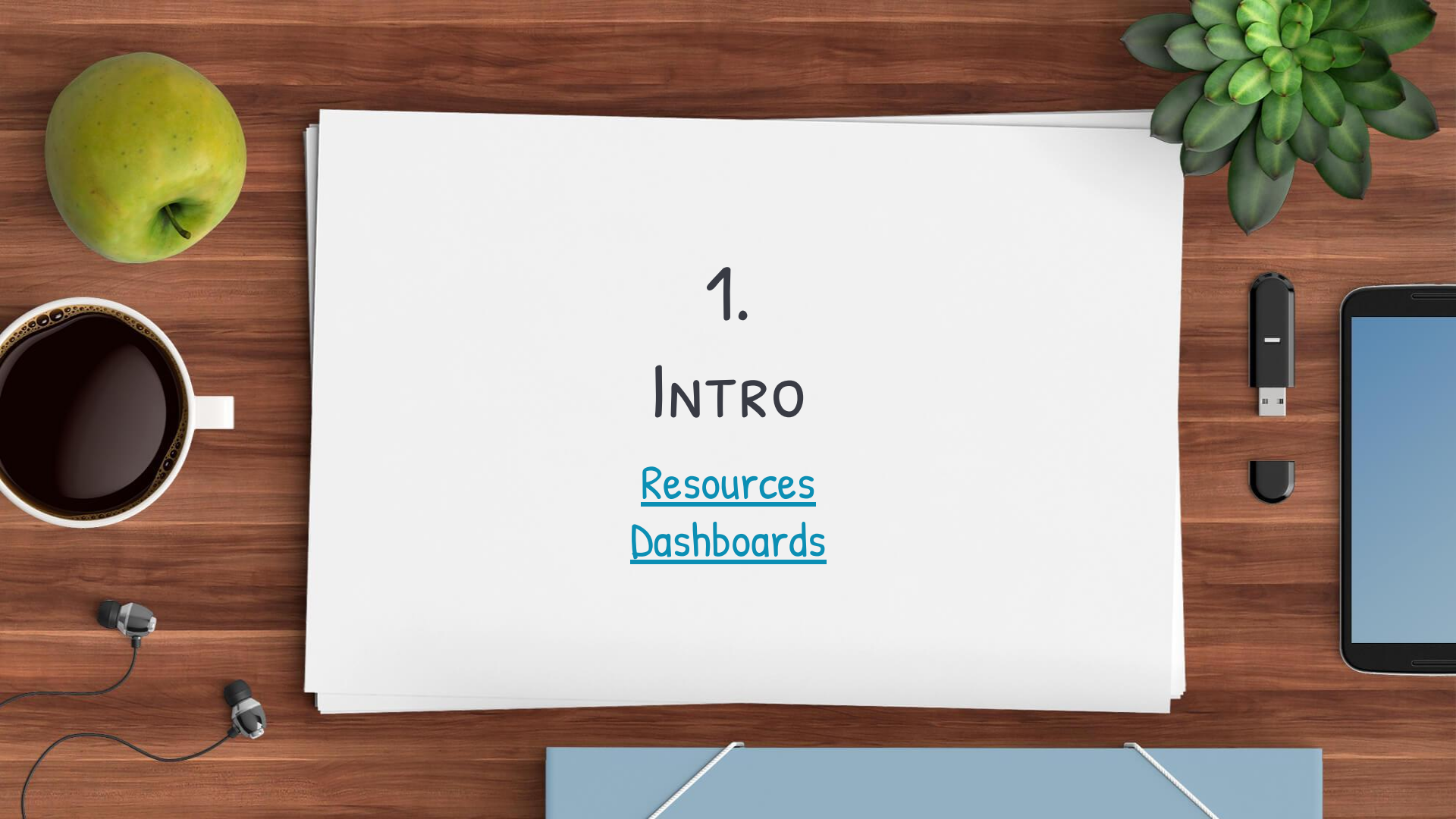
Lead Writer Training

FLEX
#

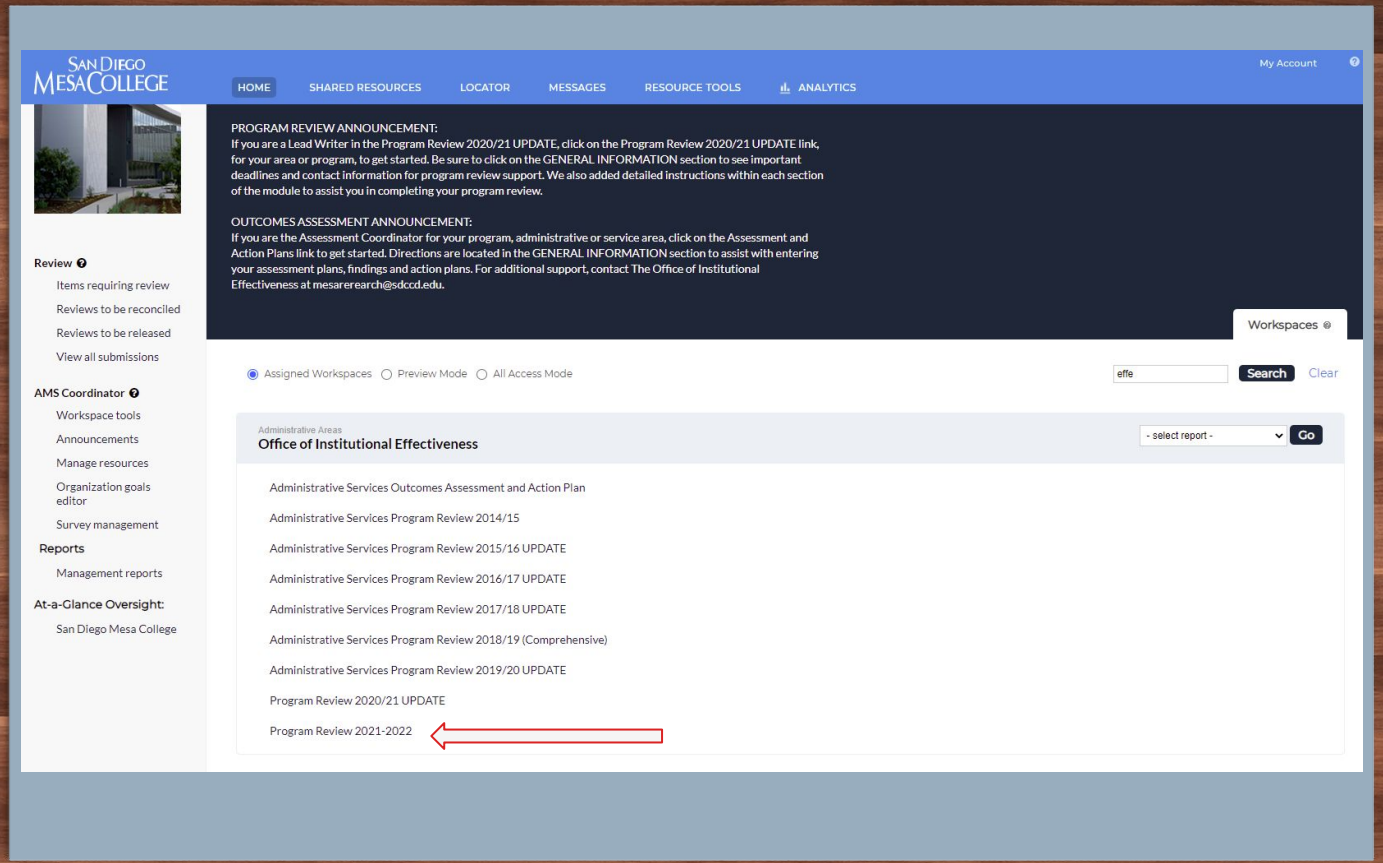
Agenda

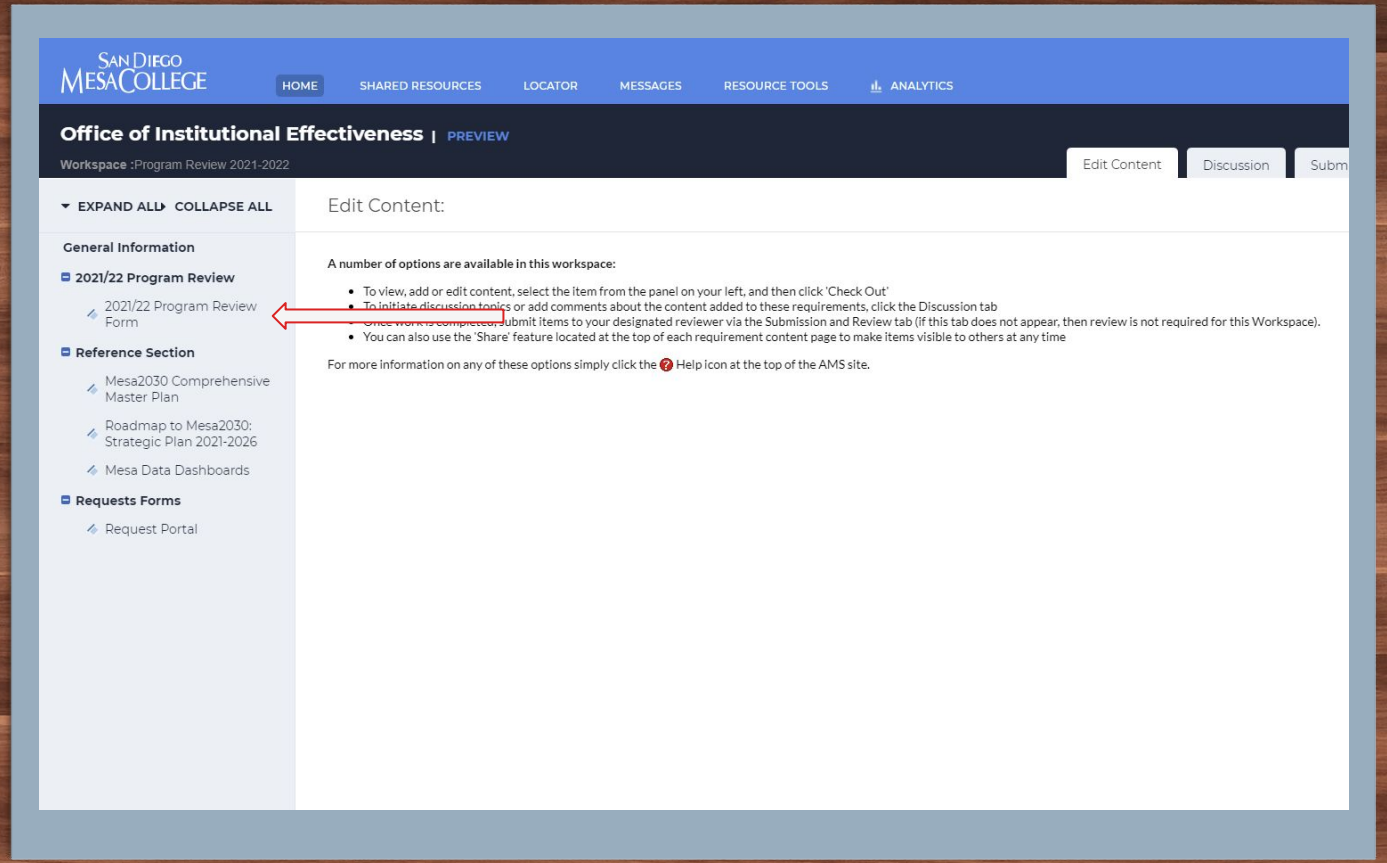
1. Introduction (timeline, training schedule, roles)
2. Taskstream content and technical overview
3. Tips and tricks

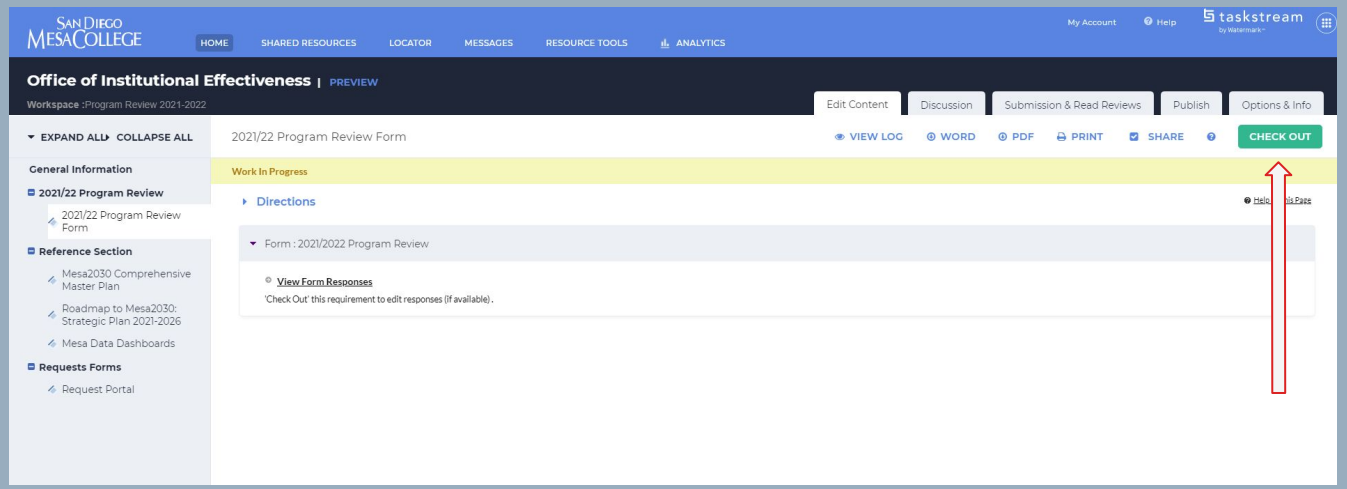

1.
Intro
Resources
Dashboards

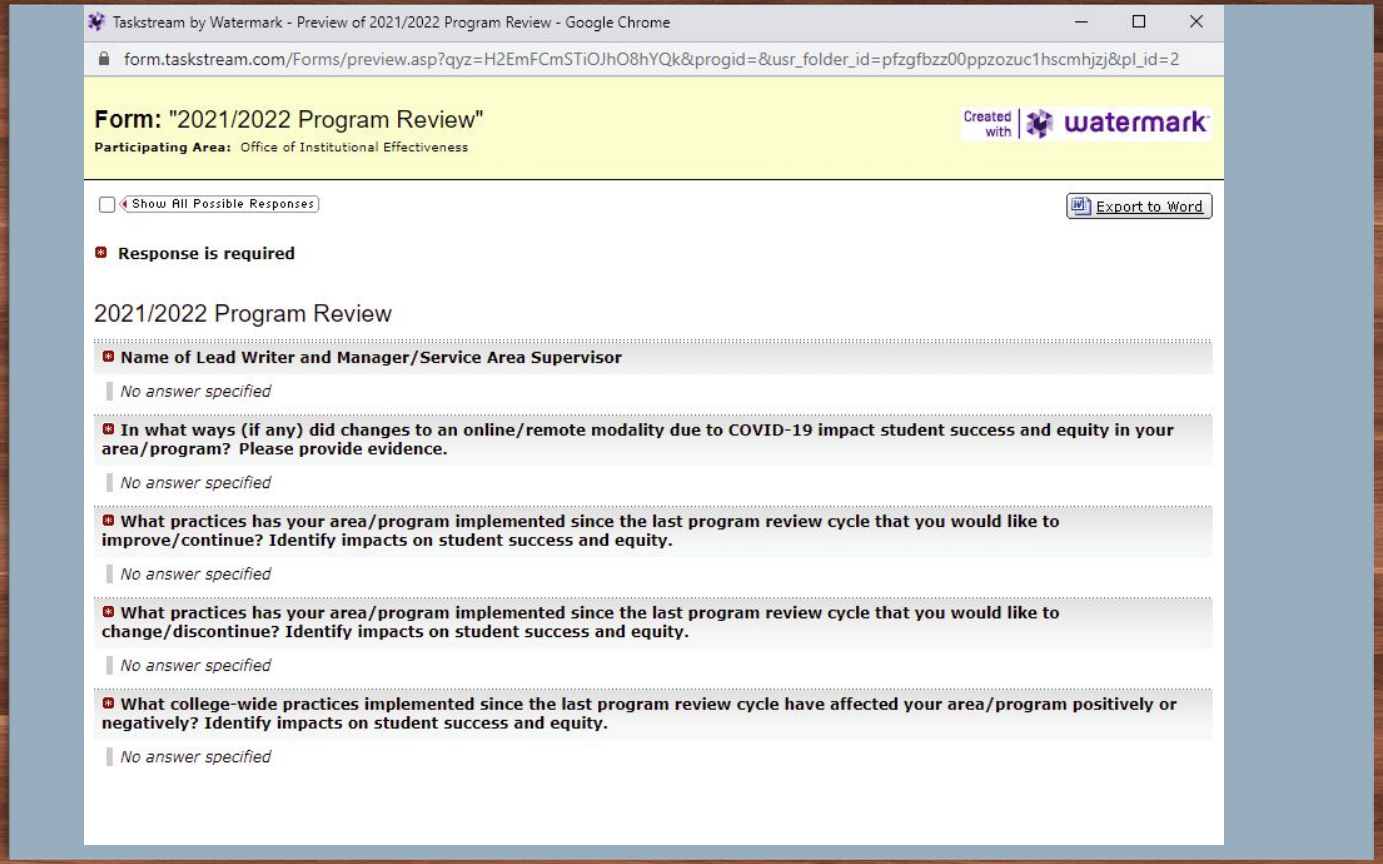
2.

Taskstream content and functionality


SAN DIEGO MESA COLLEGE
HOME
SHARED RESOURCES
LOCATOR
MESSAGES
RESOURCE TOOLS
ANALYTICS
My Account
PROGRAM REVIEW ANNOUNCEMENT:
If you are a Lead Writer in the Program Review 2020/21 UPDATE, click on the Program Review 2020/21 UPDATE link, for your area or program, to get started. Be sure to click on the GENERAL INFORMATION section to see important deadlines and contact information for program review support. We also added detailed instructions within each section of the module to assist you in completing your program review.
OUTCOMES ASSESSMENT ANNOUNCEMENT:
If you are the Assessment Coordinator for your program, administrative or service area, click on the Assessment and Action Plans link to get started. Directions are located in the GENERAL INFORMATION section to assist with entering your assessment plans, findings and action plans. For additional support, contact The Office of Institutional Effectiveness at mesarerearch@sdccd.edu.
Workspaces
Review
Items requiring review
Reviews to be reconciled
Reviews to be released
View all submissions
AMS Coordinator
Workspace tools
Announcements
Manage resources
Organization goals editor
Survey management
Reports
Management reports
At-a-Glance Oversight:
San Diego Mesa College
Assigned Workspaces
Preview Mode
All Access Mode
effe
Search
Clear
Administrative Areas
Office of Institutional Effectiveness
- select report -
Go
Administrative Services Outcomes Assessment and Action Plan
Administrative Services Program Review 2014/15
Administrative Services Program Review 2015/16 UPDATE
Administrative Services Program Review 2016/17 UPDATE
Administrative Services Program Review 2017/18 UPDATE
Administrative Services Program Review 2018/19 (Comprehensive)
Administrative Services Program Review 2019/20 UPDATE
Program Review 2020/21 UPDATE
Program Review 2021-2022


SAN DIEGO MESA COLLEGE
HOME
SHARED RESOURCES
LOCATOR
MESSAGES
RESOURCE TOOLS
ANALYTICS
Office of Institutional Effectiveness | PREVIEW
Workspace :Program Review 2021-2022
Edit Content
Discussion
Subm
EXPAND ALL COLLAPSE ALL
General Information
2021/22 Program Review
2021/22 Program Review Form
Reference Section
Mesa2030 Comprehensive Master Plan
Roadmap to Mesa2030: Strategic Plan 2021-2026
Mesa Data Dashboards
Requests Forms
Request Portal
Edit Content:
A number of options are available in this workspace:
To view, add or edit content, select the item from the panel on your left, and then click 'Check Out'
To initiate discussion topics or add comments about the content added to these requirements, click the Discussion tab
You can also use the 'Share' feature located at the top of each requirement content page to make items visible to others at any time
For more information on any of these options simply click the Help icon at the top of the AMS site.


San Diego Mesa College
HOME
SHARED RESOURCES
LOCATOR
MESSAGES
RESOURCE TOOLS
ANALYTICS
My Account
Help
taskstream
by Watermark
Office of Institutional Effectiveness | PREVIEW
Workspace :Program Review 2021-2022
Edit Content
Discussion
Submission & Read Reviews
Publish
Options & Info
EXPAND ALL COLLAPSE ALL
General Information
2021/22 Program Review
2021/22 Program Review Form
Reference Section
Mesa2030 Comprehensive Master Plan
Roadmap to Mesa2030: Strategic Plan 2021-2026
Mesa Data Dashboards
Requests Forms
Request Portal
2021/22 Program Review Form
VIEW LOG
WORD
PDF
PRINT
SHARE
CHECK OUT
Work In Progress
Directions
Form : 2021/2022 Program Review
View Form Responses
'Check Out' this requirement to edit responses (if available).

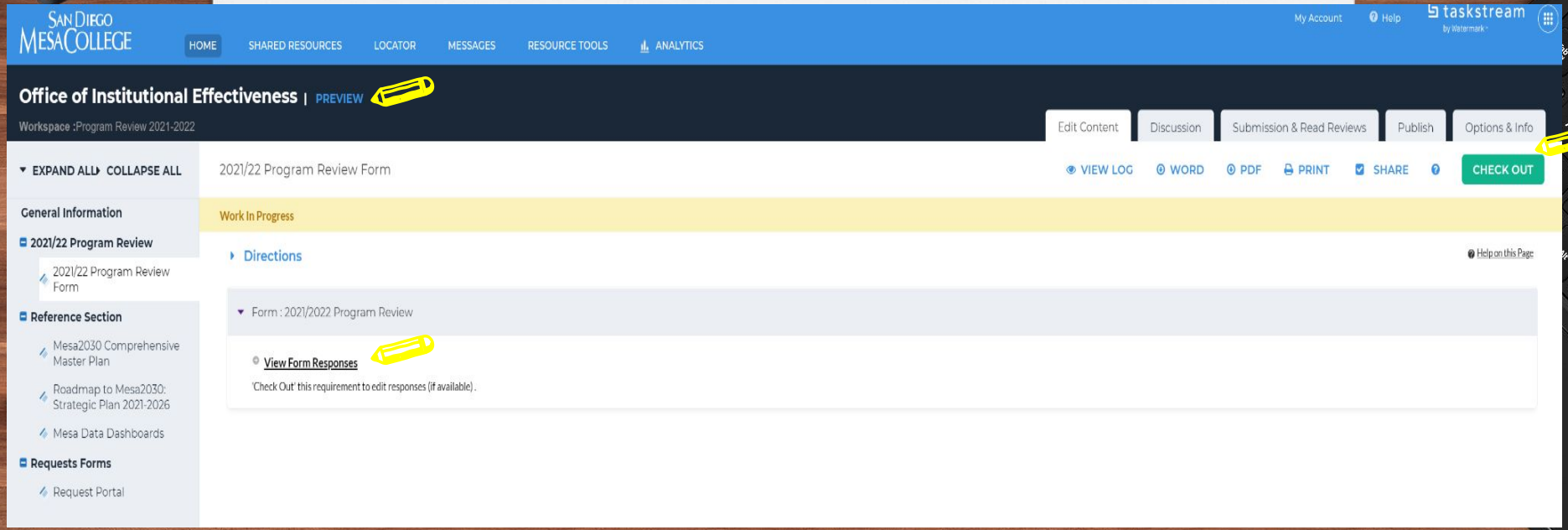

Taskstream by Watermark - Preview of 2021/2022 Program Review - Google Chrome
form.taskstream.com/Forms/preview.asp?qyz=H2EmFCmSTiOJhO8hYQk&progid=&usr_folder_id=pfzgfbzz00ppzozuc1hscmhjzj&pl_id=2
Form: "2021/2022 Program Review"
Participating Area: Office of Institutional Effectiveness
Created with watermark
Show All Possible Responses
Export to Word
Response is required
2021/2022 Program Review
Name of Lead Writer and Manager/Service Area Supervisor
No answer specified
In what ways (if any) did changes to an online/remote modality due to COVID-19 impact student success and equity in your area/program? Please provide evidence.
No answer specified
What practices has your area/program implemented since the last program review cycle that you would like to improve/continue? Identify impacts on student success and equity.
No answer specified
What practices has your area/program implemented since the last program review cycle that you would like to change/discontinue? Identify impacts on student success and equity.
No answer specified
What college-wide practices implemented since the last program review cycle have affected your area/program positively or negatively? Identify impacts on student success and equity.
No answer specified

3.

Tips and Tricks for using Taskstream

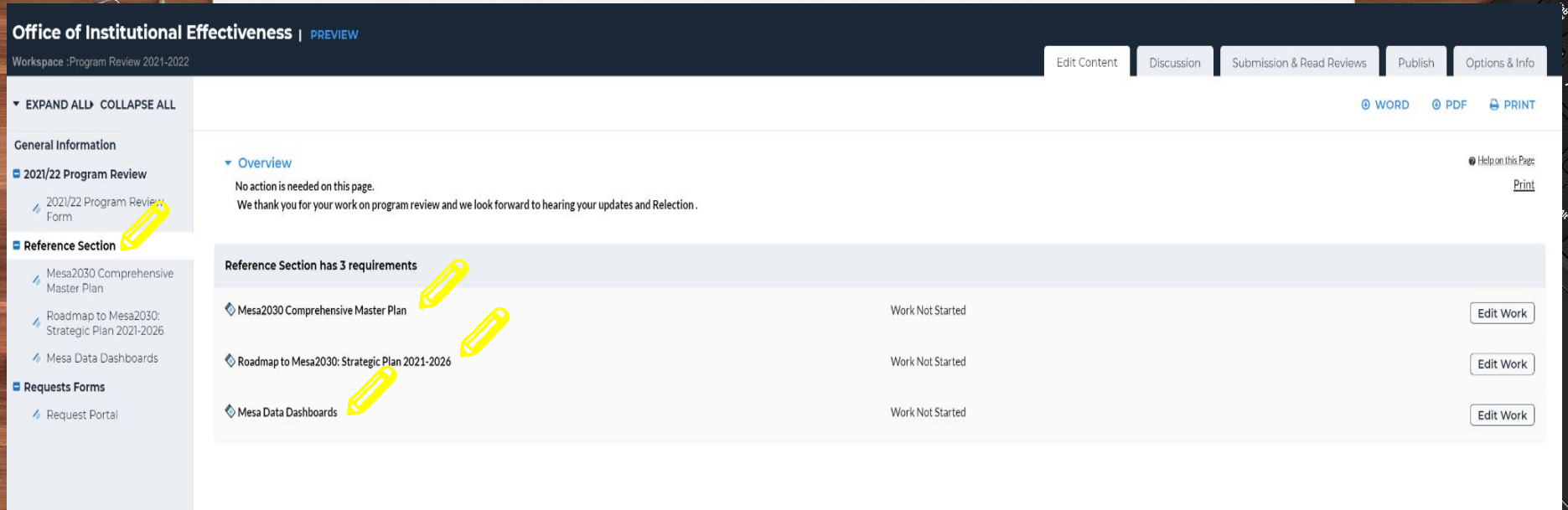
VIEWING YOUR FORM AND THE WORKSPACE SIDE BY SIDE

PREVIEW feature

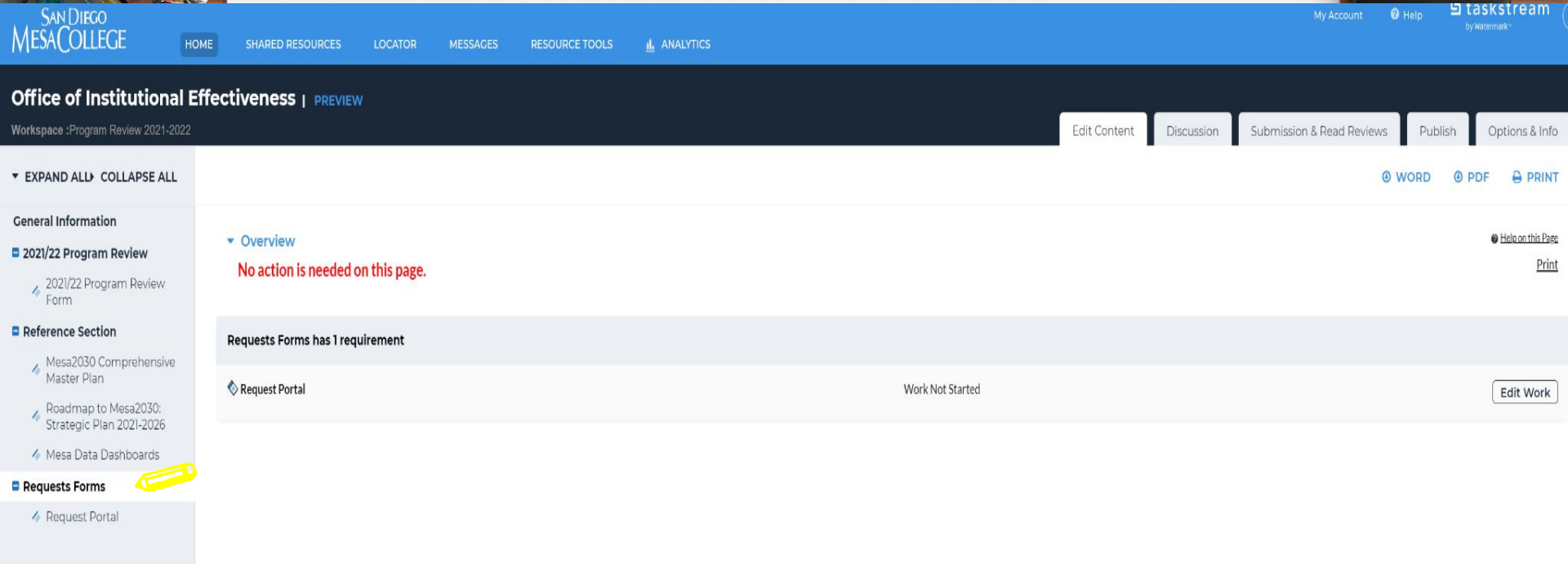


Reference Section

Mesa2030 , Roadmap to Mesa2030 and Mesa Data Dashboard



Requests Form



2021-2022 PR Timeline

2021-2022 PR Training Schedule

TRAINING SCHEDULE 2021-2022

Training session formats:	(1) Group training/open sessions in Zoom**
	(2) Self-Service Video Tutorials and recordings of Zoom sessions
	(3) Personalized/Individual sessions Via Zoom request by email sking@sdccd.edu
	(4) Anytime, Email or call A-109; x2509 sking@sdccd.edu bherrin@sdccd.edu amccomb@sdccd.edu

Date	Time	Location	Intended Audience	Topic		FLEX#
Wednesday, Sept 29	11:00 am-12:00 pm	Zoom	Lead Writers	Orientation & TaskStream Intro	Meeting ID: 991 0368 4818	10596
Monday, Oct 4	3:00pm-4:00 pm	Zoom	ALL	Research/Data Training	Meeting ID: 920 1465 9904	10597
Monday, Oct 11	11:00 am-12:00 pm	Zoom	ALL	Resource Request: CHP form	Meeting ID: 996 7235 7944	10598
Friday, Oct 15	10:00 am - 11:00 am	Zoom	Lead Writers	**Open work session**	**Meeting ID: 927 5678 3310**	10599
Monday, Oct 18	3:00 pm-4:00 pm	Zoom	ALL	Resource Request: BARC form	Meeting ID: 97504800378	10600
Friday , Oct 29	2:00 pm-3:00 pm	Zoom	ALL	Resource Request: FHP form	Meeting ID: 998 4319 6398	10601
Friday, Nov 5	11:00 am-12:00 pm	Zoom	Lead Writers	**Open work session**	**Meeting ID: 927 5678 3310**	10602
Monday, Dec 6	11:00 am-12:00 pm	Zoom	Lead Writers	**Open work session**	**Meeting ID: 927 5678 3310**	10603

Timeline

Monday, Dec 6	by midnight		Lead Writers	Must be ready to review
Monday, Dec 6 thru Friday, Jan 10, 2021			Managers	Enter reviews into Taskstream
Tuesday, Jan 11 thru Monday, Feb 7, 2021			Lead Writers	Final edits
Monday, Feb 7	by midnight		ALL	System closes

**ZOOM trainings will be recorded and posted on website.
Open work sessions: Trainers available

Thanks!

Any questions?

For questions regarding:

General Program Review- Bridget Herrin

Outcomes and Assessment - Eliza Rabinovich

Data and Research- Bridget Herrin

Budget and Resource Allocation Requests/Facilities Requests- Lorenze Legaspi

Classified Hiring Requests- Ellen Engels

Career and Technical Education - Monica Romero

Faculty Hiring Requests- John Crocitti

Taskstream- Mona King or Anda McComb

General Program Review- Mona King