

Conversation Checklist

You can help ensure that the conversation is deep, dynamic, and useful by arriving prepared to have an open discussion with your peers. Here are a few things you can do to prepare:

Review the results from the Institutional Transformation Assessment (ITA)

The ITA stepped you through a range of solution areas and capacities that relate to student success at your institution, and resulted in a summary report of your ratings in each category.

During the conversation, you'll work as a group to review some of these categories, especially those with larger discrepancies in ratings, which can lead to interesting discussions that get underneath those discrepancies. Be prepared to articulate why you arrived at the ratings you did.

Note that the ITA shows how participants perceive performance in each category, which may be different from what's actually happening. Also, if you don't have your results, your team leader can help you access them.

Reflect on what your ITA summary tells you

As you review your results, reflect on the following questions:

- Which categories or individual questions did you rate the highest? Lowest?
- Are there some specific areas that you think the team should discuss?
- What do you want to get out of the conversation?
- Which areas do you feel most prepared, or eager, to discuss?

Do you have any additional resources, research, or data to bring to the group?

Did any ITA indicators spark ideas for you, or inspire you to do additional research? Especially if you work in IR, think of any relevant data that could add to the conversation.

Be ready to listen and to share

A great conversation has multiple voices that are heard and valued.