ITA Checklist

Some key steps to administering the ITA:

- [ ] **Prepare by reflecting**
  Ask yourself some key questions: How will taking this assessment fit into institutional change processes? What are you and your team looking to learn? What do you hope to do with the results? Can key stakeholders at the institution come together to discuss results and next steps?

- [ ] **Identify participants**
  There are two versions of the ITA: 100+ questions (Transformation Team) and 30+ questions (Student Success Community). The longer version is intended for a core team of leaders who are most deeply involved in transformation—the shorter version is intended to source additional perspectives from the broader campus community.

- [ ] **Register your institution**
  Once you have participants identified, the next step is to register the institution within Qualtrics, the survey platform. Note: this may not be applicable for your use case—administrators may generate links for you.

- [ ] **Distribute the ITA**
  Send the links to register for and return to the ITA to the core team, and the broader campus community. Separate emails to the two groups reduces confusion, and it can be useful to let your participants know how long they should allow for the ITA (45–60 minutes for the long version, 15–20 for the short).

- [ ] **Team takes the ITA**
  Monitor responses via the dashboard and invite additional participants if response rate is low.

- [ ] **Review and reflect on results**
  You will have access to a dashboard that contains summary and question-level data for your institution. It can help you see where there are areas of divergent opinion and of agreement, as well other interesting information. Be aware that the dashboards are very rich in data and allow yourself plenty of time to dig in before you plan to discuss the results with your team. If working with an intermediary or external support partner, they may assist in this review and synthesis of data.

  (Note that your core team participants will only receive their individual results, and will have been directed to print or save them. You are welcome to share the institution-level results with the core team.)

- [ ] **Prepare for follow-up discussion**
  After the ITA, your core team will meet to discuss the outputs, set priorities, and make plans for next steps. This conversation is supported by the common language and structure provided by the ITA, and your facilitation. This is the key component of the process—be sure to allocate plenty of time to prepare. See postsecondaryita.org/transformation-team-lead/?sensemaking for helpful guidance on how to prepare for your conversation.