ITA Checklist

Some key steps to administering the ITA at an institution:

☐ **Prepare by reflecting**
Ask yourself some key questions: How will taking this assessment fit into institutional change processes? What are you and the institution 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 and at least one institutional administrator in the Gardner Survey Platform. The surveys will be available upon receipt of the signed Data Sharing Agreement.

☐ **Distribute the ITA**
Enter survey participant names and emails in the Gardner Survey Platform. As an alternative you may send a survey link to participants.

☐ **Team takes the ITA**
Monitor responses via the dashboard and, with the help of the team lead, invite additional participants if response rate is low. You may also send reminder emails.

☐ **Review and reflect on results**
You will have access to a dashboard that contains summary and question-level data for the 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 core team.

☐ **Prepare for follow-up discussion**
After the ITA, the 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/intermediaries/?