# HOW TO ADD A STAKEHOLDER ENGAGEMENT ITEM
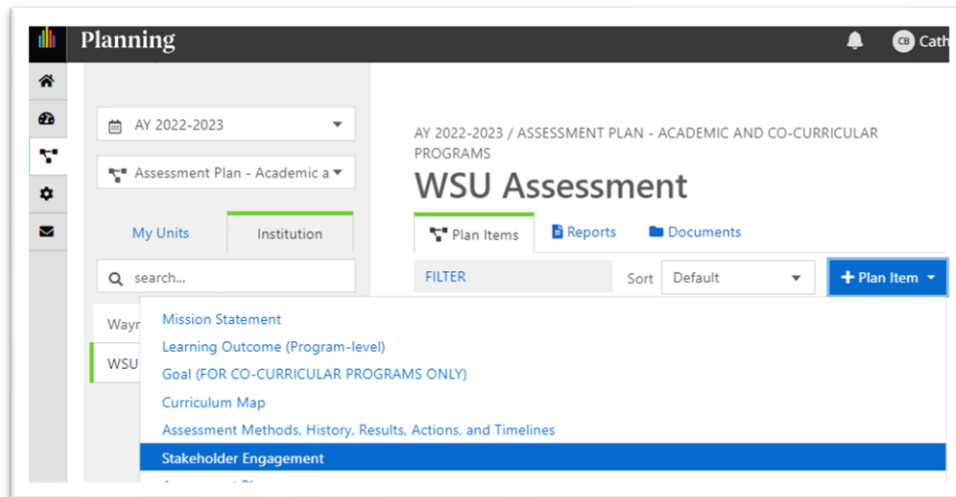
Each program is required to submit one Stakeholder Engagement item. To add it, log in to Planning, navigate to the main table of contents for a program, cand lick on the **+ Plan Item** button to the right of the screen to select **Stakeholder Engagement**:



That will add the item to the program's assessment plan/table of contents.

When you click on the new item to open it, please change the default title ("New Stakeholder Engagement Item"), following the instructions in italics under the **Program Stakeholders** section:



The final step is to complete two sections: Stakeholder Groups (checkboxes) and Engagement Plan (a brief statement of how you get feedback from one of the groups on your assessment efforts). Here's a completed example:

**Stakeholder Groups**      ✅ **Due: 08/31/2023**

*(Required. 1 per program. Due Aug. 31) Please indicate all groups that your program identifies as key stakeholders:*

- ☑ Students
- ☑ Program colleagues (e.g., faculty, staff, immediate supervisor)
- ☐ WSU colleagues beyond your immediate program (e.g.,your department, college, or division; Grad School, provost, etc.)
- ☐ Non-WSU stakeholders (e.g., community or industry partners, advisory groups, employers, accrediting bodies)
- ☐ Other (Please explain in the Engagement Plan box.)

**Engagement Plan**      ✅ **Due: 08/31/2023**

*(Required. 1 per program. Due Aug. 31) Please briefly describe when and how you will share your program's assessment activities with at least one of your stakeholder groups and how you will gather their feedback. Examples: -Program will hold focus groups with students every October; feedback will be recorded in anonymized notes. -Faculty will receive a written report and will discuss at faculty meetings each semester. Feedback will be recorded in meeting minutes - Employers/advisory boards will receive a survey each July that asks for comments on relevant excerpts of the assessment plan/results/action plan to gather feedback and interpretation. (Feel free to attach related documents, such as handouts or reports shared with your stakeholders or survey and focus group questions, as supplemental information.)*

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We plan to discuss assessment activities with all faculty and staff in the department during a faculty meeting in September. This will include discussion of current assessment methods and results, and an opportunity to provide feedback. Feedback will be recorded in meeting notes, and there will be an option to provide feedback through an anonymous survey as well.

Starting in AY23-24, programs will also be required to complete the Stakeholder Feedback section with a brief summary of the feedback received from your stakeholders:

**Stakeholder Feedback**

*(Available AY22-23; Required in AY23-24) Please summarize the feedback, comments, or ideas your stakeholder group(s) provided about your assessment activities or your program. (Feel free to add an attachment with supplemental detail.)*

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Faculty and staff recommended continuing to expand on the use of our new writing guide and to add peer feedback opportunities in the upper division courses to further strengthen students' writing skills.

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**Plan Item Files**      + File    + Folder
There are no attachments.

Click **Done** at the bottom of the window and you're all set!