



**EScan Appendices**

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**Appendix A: EScan Survey Invitation & Reminders**

**EScan Survey Invitation**

*The invitation is the first contact to full and part-time faculty. It introduces the survey’s purpose and provides a link to access the survey. Departments should send a version of the invitation below to program faculty.*

Dear {name}:

All postsecondary programs need to more reliably prepare students so they are ready for their first job and are provided a foundation for a lifetime of engaged employment and participation in the changing workplace of the 21st century. To explore our programs’ commitment and capacity to address the employability needs of our students, we are participating in a project with the Quality Assurance Commons for Higher and Postsecondary Education (QA Commons).

The mission of the QA Commons is to prepare all learners for the changing world of work, narrowing the gap between higher education and employment. The QA Commons' has developed a framework for Employability and helps college and university leaders and their faculty more clearly understand the rapidly changing needs of employers by building a culture that supports graduate employability as a priority outcome. We are delighted your program was selected to participate.

The goal of this project is to implement an Employability Scan (EScan). The first step is for all faculty in our department to complete the EScan, which is a survey to gather information about perceptions and practices relevant to employability. The survey will take about 25-30 minutes to finish.

The survey is at: [**http://bit.ly/qacescan**](http://bit.ly/qacescan)

Your participation is voluntary, though we hope you will respond. Results will be aggregated and individual responses will not be disclosed. Should you have any questions about this project please contact [name of departments EScan coordinator].

Thank you very much for considering this important request. We expect that the information you and other faculty provide will help identify areas of strength and improvement, as well as provide a foundation for an action plan and a portfolio for EEQ Certification.

Sincerely,

**EScan Survey Reminder 1**

*To be sent 4 days after invitation*

Dear {name}:

You were recently sent an e-mail inviting you to complete a survey to explore our programs’ commitment and capacity to address the employability needs of our students. This survey is a key component of the Kentucky Council for Postsecondary Education (Kentucky CPE) and Quality Assurance Commons Employability Scan (EScan) project.

If you have not yet completed the survey, please do so as soon as possible. The survey will take about 25-30 minutes to finish.

The survey is at: <http://bit.ly/qacescan>

The link above is unique to our department. Your participation is voluntary, though we hope you will respond. Should you have any questions about this project please contact [name of departments EScan coordinator].

We expect that the information you and other faculty provide will help identify areas of strength and improvement, as well as lead to constructive discussions about employability and strengthening our local workforce.

Thank you for your consideration.

**EScan Survey Reminder 2**

*To be sent 2 days before survey close*

Dear {name}:

This is the last reminder you’ll receive about completing a survey to explore our programs’ commitment and capacity to address the employability needs of our students. This survey is a key component of the collaboration between the University, the Kentucky Council for Postsecondary Education (Kentucky CPE) and the Quality Assurance Commons. Th Employability Scan (EScan).

If you have not yet completed the Employability Scan survey, please do so as soon as possible. The survey will take about 25-30 minutes to finish.

The survey is at: [**http://bit.ly/qacescan**](http://bit.ly/qacescan)

Your participation is voluntary, though we hope you will respond. Should you have any questions about this project please contact [name of departments EScan coordinator].

We expect that the information you and other faculty provide will help identify areas of strength and improvement, as well as lead to constructive discussions about employability and strengthening the Kentucky workforce.

Thank you for your consideration.

**Appendix B: EScan Department Discussion Protocol**

Departments should schedule a 90 to 120 minute meeting to discuss aggregate survey results 2 weeks after the survey close date.

A simple report of aggregate survey responses will be sent to the department EScan coordinator. This report should be provided to faculty with instructions to review in advance of the meeting. Departments may wish to focus on topics of greatest interest to the department and invite faculty to review these results more thoroughly.  Consider inviting reflection on the following prompts corresponding to survey topics. These prompts can also be used to structure the discussion.

**CAREER AND EMPLOYABILITY PRACTICES (Items 1-4)**

1. Which practices do results show are **most important** to the faculty in your program? How does this compare to what you value? Does this match what your program offers?

2. Is there general agreement about what your program has in place?

3. What instructional practices and outcomes are most emphasized? Do results about what is emphasized in courses reflect what students in your program should experience? What is underemphasized? Is this okay?

4. What are program faculty doing the most related to career-related activities? What activities are underemphasized?

**ESSENTIAL EMPLOYABILITY SKILLS AND STUDENT PREPARATION (Item 5)**

5. Review the Essential Skills ranked by the importance to the program. Does this match what the program claims for graduates? Are there mismatches between what is important and estimations of graduates’ preparation? Why might this be the case?

**EVALUATION OF BEST PRACTICES FOR EMPLOYABILITY (Items 6, 9)**

6. What practices are most consistently evaluated? Are the practices rated “excellent or good” or that the program does well reflective of program emphasis? Which practices are rated low and is this a concern?

**PROGRAM EMPLOYABILITY NEEDS (Items 7-8, 10)**

7. Is there agreement about what would most help your program more effectively address employability qualities? What could the program do better to enhance student preparation for employability?

**DEPARTMENT DISCUSSION AGENDA:**

●       Invite faculty to share their overall impressions of aggregate results.  What results surprised you? What results are of greatest interest or concern?

●       Shift to the topics and prompts of greatest interest to the program and use the relevant prompts to guide discussion.

●       End the meeting by synthesizing program strengths and ideas for improvements, points of convergence, and opportunities to enhance the connection between education and employability. Ask for recommendations about what the program should address in the near term and later.

●       Identify how the Executive Summary Report will be produced.

**Appendix C: EScan Executive Summary Report**

The EScan Executive Summary Report provides a concise synopsis of key observations from the Department Discussion. It also draws conclusions about the issues that need to be addressed and what the department would like to do in terms of next steps.

**EXECUTIVE SUMMARY REPORT TEMPLATE** *(suggested length 2-3 pages)*

# What were the key observations from the department discussion of EScan results?

# What conclusions has the department drawn about its employability practices and outcomes?

# In light of observations and conclusions, what are key forms of evidence to document the programs’ practices and graduate outcomes for employability?

# What does the department wish to address in the near term?

# What will be most challenging for the department to address related to career and employability outcomes? What might help make this more possible?

**Appendix D: EScan Action Plan Template**

The Executive Summary report may conclude with a need for Program action.  EScan departments have the option to create an Action Plan to help achieve their goals.

Components of the EScan Action Plan include:

* A description of the goal to be achieved
* Tasks/steps that need to be carried out to reach the goal
* People in charge of carrying out each task
* When tasks will be completed (deadlines and milestones)
* Resources needed to complete the tasks
* Measures to evaluate progress

**Goal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| **Task** | **Person Responsible** | **Due Date** |
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