

**Title: Assessing the Sponsored Programs Office for Predominantly Undergraduate Institutions**  
**Faculty: Danielle Woodman, Director, Office of Academic Grants, Daemen College**

**8:30-10:00: Overview of Assessment for Sponsored Programs Offices**

This first part of the session will include a PowerPoint presentation and an overview of the following topics. Questions are encouraged throughout. This section will focus on the following:

- What is assessment?
- Why assess the office? Making the case.
- Identifying where to begin.
- Assessment methods (e.g. surveys, focus groups)
- Case study-Daemen College
- Online survey demonstration
- Lessons learned
- Q & A

**10:15-11:45 Breakout groups and facilitated discussion**

This component of the workshop will offer participants an opportunity to develop a plan for assessing the sponsored projects office. Participants will be encouraged to write down ideas and share them in discussion groups.\*\*

- Activity One: Laying the Foundation: mission, vision, and activities of the SPO. What are you and your staff working on? How do you spend your time? To what extent does the way you spend your time match your job and office description? Has anything changed?
- Activity Two: Honing in on the questions. What do you need to assess? What would you like to know?
- Activity Three: Methods and strategies. What methods might you use to find out what you need to know? How might you gather support?
- Activity Four: Taking it back to the Office: next steps.

**11:45-12:00: Wrap Up--Insights and Next Steps**

The wrap up will focus on any remaining questions as well as ideas participants would like to share with the group.

\*\*Please bring job descriptions, annual reports, strategic plans, or other documents you feel will assist you in this part of the workshop.

If you have any questions about this workshop, please feel free to contact me at [dwoodman@daemen.edu](mailto:dwoodman@daemen.edu). Thank you.