

Pathway Goal: Community Partnerships **Report:** Mid-Year: December 2017
Action Item # 6

Action Item Description:

<p>Goal: Encourage and facilitate greater community engagement.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Identify and recognize UNLV’s current engagement, collaborations, and partnerships on an ongoing basis. 2. Develop ongoing systematic assessment of community perceptions. 3. Emphasize community engagement in marketing materials. 4. Track and describe funding for community engagement. 5. Develop systematic, campus-wide assessment mechanisms to measure the impact of community engagement. 6. Provide professional development for faculty/staff engaged in the community. 7. Gain community input into institutional or departmental planning for community engagement. 8. Identify existing or develop new personnel policies that support or reward community engagement. 9. Identify and describe outreach and partnerships across campus.

Submitted By:

Name	Department
Sue DiBella	Office of Community Engagement

Working Group Members:

Name	Department
Sue DiBella	Office of Community Engagement
Tamara Marino	Office of Community Engagement
Tondra De	Faculty Affairs
Bridget Kelly	Cannon Survey Center
Zach Miles	Office of Economic Development
Caleen Johnson	UNLV Foundation
John Osborn	Lee Business School
Cynthia Carruthers	Emeritus Faculty (College of Education)
Mary-Ann Winkelmes	Faculty Affairs
Sunny Gittens	Student Engagement and Diversity
Kyle Kaalberg	President’s Office
Gail Griffin	Vice Provost for Academic Affairs

Process and Timeline: Provide a brief summary of the year-long process for your working group.

1.
 - a) Annual campus award(s) program to formally recognize community engagement, by Office of Community Engagement, by May 1 annually. [CCE P3Q2]
 - b) Inclusion of questions from campus community engagement survey in Digital Measures template, by Dec. 1, 2017. [CCE P5Q3a]
 - c) Report on faculty community partners from Digital Measures, by May 1. [CCE P3Q3a]
 - d) Expansion of Digital Measures to add administrative faculty and classified staff as users to facilitate documentation of their community engagement activities, by Dec. 1, 2017. [CCE P5Q3a]
 - e) Survey of campus community, conducted by Cannon Survey Center, by March 1. [CCE P5Q3a]
2.
 - a) Annual survey of UNLV community partners, by the Office of Community Engagement and the Cannon Survey Center, by May 1 annually, and reporting of data, by Sept. 1. [CCE P3Q3a]
 - b) Focus groups/roundtables with college advisory boards, conducted by Office of Community Engagement, report by May 1. [CCE P3Q3a]
 - c) Number of Office of Community Engagement meetings with community partners, tracked by the Office of Community Engagement, reported annually, by May 1. [CCE P3Q3a]
 - d) Description of how data on community perceptions is used, by May 1. [CCE P3Q3b]
3.
 - a) List of and brief descriptions of marketing materials emphasizing community engagement, websites, brochures, UNLV News Center articles, social media posts, and other collateral materials, by May 1. [CCE P3Q4]
 - b) Analytics on UNLV Research Match, tracked by the Division of Research and Economic Development, reported annually May 1. [CCE P3Q4]
 - c) List of and brief description of executive leadership explicitly promoting community engagement, by May 1. [CCE P4Q5]
4.
 - a) Description of internal budgetary allocations dedicated to institutional engagement with the community, by May 1. [CCE P4Q2a]
 - b) Description of external funding and fundraising amounts and activities directed to community engagement, by May 1. [CCE P4-5 Q2b&2c]
 - c) Description of investment of university financial resources in the community for purposes of community engagement and development, by May 1. [CCE P5Q2d]
5.
 - a) Description of campus-wide assessment mechanisms that measure 1) ongoing, regularly conducted impact assessment on an institution-wide level; 2) impact on students; 3) impact on faculty; 4) impact on community; 5) impact on the institution, by May 1. [CCE P6-7Q4a-e]
 - b) Description of uses of above impact assessment data, by May 1. [CCE P7Q4f]
6.
 - a) Description of professional development provided to faculty/staff engaged in the community, May 1. [CCE P8Q6]
7.
 - a) Inclusion of community members on all Top Tier community partnership working groups, by Nov. 1, 2017. [CCE P8Q7]
 - b) Descriptions of community representation and role in institutional planning that shape the community engagement agenda, May 1. [CCE P8Q7]

Process and Timeline (con't):

8. a) Review/analysis/description of hiring/search policies or practices designed to specifically encourage hiring of faculty with expertise in and commitment to community engagement, by May 1. [CCE P8Q8]
- b) Review/analysis/description of P&T policies both at the institutional level and college/school/department level to determine those that reward scholarly work or teaching/learning that use community engaged approaches/methods, by May 1. [CCE P9Q9&11]
- c) Text from the faculty handbook or other documents that demonstrates that community engagement is rewarded as one form of 1) teaching and learning; 2) scholarship; and 3) service, by May 1. [CCE P9Q10a-c]
- d) In progress promotion and tenure guidelines to reward faculty scholarly work that uses community –engaged approaches and methods, by May 1. [CCE P10Q12]
9. a) Assignment of leads to identify and describe outreach and partnerships in various areas of the university, by May 1. [CCE P14-15Q1-5]

Describe what has been accomplished so far this year.

Identify and recognize UNLV's current engagement, collaborations, and partnerships on an ongoing basis

Sue DiBella and Tamara Marino report that the Office of Community Engagement established a Community Engagement Awards Program in 2017, and the awards will be offered annually going forward. Four awards are offered and recognize the following activities: service learning, community based research, outreach, and student community engagement. Recipients are honored at the campus-wide Academic Achievement Awards ceremony each spring. The awards submission portal for the 2018 awards (<https://www.unlv.edu/communityengagement/awards>) was opened on November 15, 2017, and the application deadline is Jan. 31, 2018.

Tondra De and Sue DiBella report the data from the spring 2017 campus community engagement survey has been entered into faculty accounts on Digital Measures, eliminating the need for duplicate data entry. Efforts are under way for the inclusion of questions from the campus community engagement survey into Digital Measures by the end of the 2017 calendar year as well. Additionally, counts of administrative faculty and classified staff were provided to Digital Measures and to the vendor of the new system under consideration by the university; the two companies have provided pricing for the inclusion of administrative faculty and classified staff as users, separately and both groups together.

Bridget Kelly and Sue DiBella report that UNLV employees were surveyed online in January and February of 2017, yielding 340 responses, including information on 787 community engagement projects/activities and 379 community partners. A draft of the final report was provided to the Office of Community Engagement July 2017.

Develop ongoing systematic assessment of community perceptions

Sue DiBella and Bridget Kelly report that community partners were surveyed online May-June of 2017, yielding an 18% response rate. A draft report of results was provided at the end of July, reviewed and discussed in August, and revised and completed in November 2017.

Develop ongoing systematic assessment of community perceptions (continued)

Sue DiBella and Tamara Marino report that three roundtable discussions with college advisory boards (dental, science, and honors) have occurred, and meetings with additional college advisory boards will take place as the opportunities become available. (A discussion with the Lee Business School Advisory Council is scheduled for January.) The OCE is considering requesting meetings with subcommittees of the college advisory boards, as there is often not enough time at full advisory council meetings to effectively engage with board members. Information regarding Office of Community Engagement meetings with members of the community is being tracked and can be reported through the last full calendar month at any time. The description of how data on community perceptions is being used is in process.

Emphasize community engagement in marketing materials

Tamara Marino reports she is gathering information on the colleges' marketing materials. She has requested that members of the Community Engagement Council forward copies of marketing materials promoting community engagement. The Office of Community Engagement is building a social media presence via Facebook and Twitter, and has also created a brochure that provides an overview of the many ways to engage with UNLV.

Zach Miles reports Research Match has been monitored effectively over the past year and quarterly reviews of Research Match views have been recorded. There has been no significant increase/decrease recorded in the number of views.

Sue DiBella has been tracking instances of executive leadership explicitly promoting community engagement and will explore similar communication at the system level.

Track and describe funding for community engagement

Sue DiBella and Tamara Marino have established, are managing, and are tracking a budget and account for the Office of Community Engagement.

Caleen Johnson reported discussions have taken place at the UNLV Foundation to determine how to identify past donations and other external funding and track future funding that is directed to community engagement campus-wide. A draft of a description of the sources of external funding specific to UNLV (regardless of the entity securing the funding) is in progress.

John Osborn has started to explore the various ways the university invests revenue in the community. Several examples have been identified, but further exploration is needed before a list can be compiled and dollar amounts can be determined for each initiative.

Develop systematic, campus-wide assessment mechanisms to measure the impact of community engagement

Cynthia Carruthers submitted a draft report of campus-wide assessment mechanisms that measure ongoing, regularly conducted impact assessment occurring on campus. These mechanisms reflect impact on students, faculty, the larger community, and the institution as a whole. See attached report.

Provide professional development for faculty/staff engaged in the community

Mary-Ann Winkelmas and Sunny Gittens report the following professional development services for faculty/staff have taken place this year:

- May 15-16, 2017: Service learning was one of the break-out options during the Faculty Institute "Creative Research Assignments: Looking Beyond the Research Paper" coordinated by the Lied Library.
- August 25, 2017: Service learning was one of the topics during the General Education Faculty Development Institute.
- Service Learning & Leadership staff have been available to meet with faculty for consultations on request.

Gain community input into institutional or departmental planning for community engagement

Kyle Kaalberg reports the inclusion of community members on all Top Tier community partnership working groups, by Nov. 1, 2017, was not feasible for several reasons. However, community members are involved on the Top Tier working group addressing the goal, "Help solve community problems" and on the Community Engagement Awards applicant review committee. Additionally, input will be gathered from deans to determine how their constituents influence their strategic plans; this effort is currently under development. In addition, information has been compiled regarding community input from Top Tier rollout sessions held each spring, demonstrating the community's voice in strategic planning.

Identify existing or develop new personnel policies that support or reward community engagement

Gail Griffin reports that a review of department and college bylaws for mention of hiring faculty with expertise in and commitment to community engagement was requested from the Office of Faculty Affairs.

Identify and describe outreach and partnerships across campus

Sue DiBella reports that assignments are being made to identify and describe outreach and partnerships in the various areas of the university itemized in this section of the Carnegie Classification application.

Identify next steps.

Identify and recognize UNLV's current engagement, collaborations, and partnerships on an ongoing basis

Sue DiBella and Tamara Marino report the awards portal will close on January 31, 2018, at which time a committee will review all applications and recommend an award recipient for each of the four awards. Recipients will be recognized at the campus awards ceremony in early April.

Tondra De and Sue DiBella report efforts are under way for the inclusion of questions from the campus community engagement survey into Digital Measures by the end of the 2017 calendar year. Additionally, a decision about adding administrative faculty and classified staff to Digital Measures or a similar software program will be made after the quotes provided by the vendors for doing so have been reviewed, a vendor decision has been made, and sources for any additional funding needed have been identified.

Bridget Kelly and Sue DiBella report a meeting will take place to finalize the next campus community engagement survey, as well as the spring 2018 community partners survey.

Develop ongoing systematic assessment of community perceptions

Sue DiBella and Bridget Kelly report a meeting will take place in December to finalize the spring 2018 community survey.

Sue DiBella and Tamara Marino report they will continue to work with additional deans to schedule roundtable discussions with college advisory boards. The Office of Community Engagement will continue to track the number of meetings with members of the community. Descriptions of how data on community perceptions is used will be finalized by May 1.

Emphasize community engagement in marketing materials

Tamara Marino reports an inventory of marketing materials will be created once samples of these materials are received. She will also work with Nikki Troxclair to compile a list of UNLV news stories tagged with the “community partnerships” tag, and to secure the inventory of all social media associated with the institutional units. The Office of Community Engagement brochure will be reviewed and reprinted as needed.

Zach Miles reports he would like to integrate searchable metatags into people pages of researchers/faculty on campus and restructure Research Match to search those pages and combine Research Match and other web-based search programs on campus into single search site for easy access and use.

Sue DiBella reports she is tracking instances of executive leadership explicitly promoting community engagement.

Track and describe funding for community engagement

Sue DiBella and Tamara Marino will report funding amounts for the Office of Community Engagement on the Carnegie Classification application.

Caleen Johnson reported the Foundation will be coordinating with the Office of Sponsored Programs to identify sources of external funding for community engagement, since OSP and the UNLV Foundation are the two entities through which these funds are directed for the benefit of UNLV. We will also work to determine what other UNLV entities, if any, might also secure/have secured funding for the university’s community engagement activity. Also, a draft of a description of the sources of external funding specific to UNLV (regardless of the entity securing the funding) is in progress.

John Osborn reports he plans to meet with several university administrators to investigate ways to identify investments the university makes in the community.

Develop systematic, campus-wide assessment mechanisms to measure the impact of community engagement

Cynthia Carruthers reports that she will assist in the transition to other university personnel who will manage this item going forward. Much of the material has been gathered in the attached report, so this will facilitate completion of the project. See attached report.

Provide professional development for faculty/staff engaged in the community

Mary-Ann Winkelmas and Sunny Gittens report the following next-steps will occur, relative to professional development for faculty and staff:

- Planning for Best Teaching Practices Expo session on Community Engagement on January 18, 2018
- Planning Faculty Development session on incorporating community engagement into the curriculum on April 4, 2018, including sessions on service learning and community based participatory research
- Compiling online resources to be shared in Directory of Teaching Resources (DR Directory)

Gain community input into institutional or departmental planning for community engagement

Kyle Kaalberg reports that efforts to include community members on Top Tier community partnership working groups will take place as appropriate opportunities arise. Exploration will continue on the idea of gathering input from deans to determine how their constituents influence their strategic plans. In addition, information will continue to be compiled regarding community input received during Top Tier Strategic Planning sessions held with community members. Also, members of the community can provide their feedback via the Top Tier website and via the Office of Community Engagement website.

Identify existing or develop new personnel policies that support or reward community engagement

Gail Griffin indicates she will initiate discussion with Ngai Pindell, Carl Reiber, the Faculty Senate Chair, and Human Resources regarding how to incorporate hiring of faculty with expertise in and commitment to community engagement into searches, policies, employee handbooks, rewards for teaching and learning, scholarship and service, as well as promotion and tenure guidelines.

Identify and describe outreach and partnerships across campus

Sue DiBella is awaiting the 2020 Carnegie Classification framework to identify new areas that will require assigned leads. This should be available in January, and assignments will be made.

What will your final product be at the end of the year? Such as, what metrics which will be used to assess your progress/achievement, will a report be generated, etc?

At the end of the year, the working group will produce inventories, data, and descriptions of current community engagement initiatives, as well as processes to systematically track and assess community engagement, community perceptions, and impacts of community engagement. There will also be an inventory of marketing materials and platforms that promote community engagement, as well as professional development support and the identification and/or development of personnel policies that support/reward community engagement. All of this information will support greater community engagement between the on- and off-campus entities. In addition, it is anticipated that successful achievement of measureable outcomes associated with this Top Tier goal will support the university's application for the Carnegie Classification for Community Engagement.

You may have reference material to attach to this report. Select from the list.

No additional reference material

OR

Any material generated by this working group (if completed at this time)

Mid-Year Campus-Wide Assessment Mechanisms

Additional information to include (optional).

End of Mid-Year Report
Remainder of the report will be completed in May.

Year-End

This portion is to be completed in May.

2017-18 Accomplishments.

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SWOT Analysis: Determine the strengths, weakness, opportunities, and threats presented in the data.

Strength(s)	
Weakness(es)	
Opportunity(ies)	
Threat(s)	

2018-19 recommendations and next steps

- **What does the SWOT analysis reveal?**
- **What should the goals / activities be for the subcommittee?**
- **Who should be responsible?**

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You may have reference material to attach to this report. Select from the list.

<input type="checkbox"/> No additional reference material
OR
<input type="checkbox"/> Any material generated by this working group

Additional information to include (optional).

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End of Report

Accomplishments to Date, Plus What Remains to be Done
Questions 4a through 4f, Carnegie Classification Application
Prepared by Cynthia Carruthers, November 28, 2017

4a. Are there systematic campus-wide assessment mechanisms to measure the impact of institutional engagement:

No Yes

4b. If yes, indicate the focus of these systematic campus-wide assessment mechanisms and describe one key finding for **Impact on Students** (word limit: 500):

Focus: Surveys to assess the impact of service learning and internships on students were developed and pilot tested in Fall 2017. Additionally, the 2017 Alumni Survey included questions on the community engagement of alumni when they were UNLV students, as well as the perceived outcomes of engagement. Finally, a Civic Engagement module was included in the National Survey of Student Engagement (NSSE) that inquired about the nature of students' (first year and senior year) community engagement, as well as the meaningful outcomes associated with the engagement.

To do:

- The Service Learning staff [Rian Satterwhite] will collect pilot data on Service Learning Assessment in December 2017. Cynthia Carruthers will collect pilot data on the Internship Assessment in December 2017.
- In Spring 2017 and Fall 2018, the Service Learning staff [Rian Satterwhite] and Internship Office [Alejandro Chacon] staff will collect data and draft reports on the impact of service learning and internship courses' on students, including how they plan to use the results.
- The Alumni Survey data will be collected in fall December 2017. The data will be available in January and will need to be interpreted, and the Office of Community Engagement will need to draft a brief report, including implications, in Spring 2018 [Amy Bouchard contact].
- National Assessment of Student Engagement (NSSE) data will be collected in spring 2018; results will be available in fall 2018. A brief report will need to be drafted, including implications by either Judd Harbin or the Office of Community Engagement staff in Fall 2018.
- The Office of Community Engagement will describe **one key finding** from this campus-wide assessment of the impact on students.

4c. If yes, indicate the focus of these systematic campus-wide assessment mechanisms and describe one key finding for **Impact on Faculty**.

Focus: In 2017, the Office of Community Engagement administered the Survey of UNLV Faculty/Staff Community Engagement. The survey assessed the

activities/projects in which faculty and staff were engaged, as well the intended goals of the community engagement. The top 3 goals identified by the faculty/staff community engagement projects were to contribute to the public good, prepare educated and engaged citizens, and address critical societal issues. Additionally, questions on the impact of community engagement on faculty were included in the new 2018 application for the Office of Community Engagement's Community Engagement Awards.

To Do:

- In 2018, the Office of Community Engagement will again survey all UNLV faculty and staff to assess UNLV's community engagement activities. The Cannon Survey Center will generate a report.
- The Office of Community Engagement will analyze the qualitative data from the Community Engagement Award application in Spring 2018.
- ****Possible suggestion: Identify/collect additional sources of data to assess impact of community engagement on faculty in Spring 2018.**
 - Perhaps conduct interviews/discussions with the faculty and staff who applied for the Community Engagement Awards or teach service learning or internship classes. Promotes reflection among faculty [Rutgers].
 - Survey instructors of internships and service learning classes to assess impact of engagement on faculty [University of Georgia].
- The Office of Community Engagement will describe **one key finding** from this campus-wide assessment of impact on faculty. [Perhaps highlight Anna C. Smedley-Lopez and SLICES.]

4d. If yes, indicate the focus of these systematic campus-wide assessment mechanisms and describe one key finding for **Impact on Community**:

Focus: Through the Office of Community Engagement survey of community partners, data were collected on the community partners' perceptions of the impact of community-UNLV projects. A report was generated. Additionally, in the 2017 Application for Community Engagement Awards, applicants were asked to identify how their community engagement impacted the community. The questions were also included in the 2018 applications. Finally, data on the impact of internships on the agency partners has been collected by the UNLV Internship Office and is currently being analyzed.

To Do:

- Analyze and report data on the impact of institutional engagement on community partners gathered through the 2017 and 2018 Community Partners Survey [Bridget Kelly] *Question: Is there going to be a 2018 community partners survey?*

- In Spring 2018, the Office of Community Engagement will analyze and report data on community impact gathered through the 2017 and 2018 Community Engagement Awards applications.
- In Spring 2018, the UNLV Internship Office will analyze and report data on community impact of internships gathered in post-internship assessments of agencies [Alejandro Chacon]
- The Office of Community Engagement will describe **one key finding** from this campus-wide assessment of impact on community.

4e. If yes, indicate the focus of these systematic campus-wide assessment mechanisms and describe one key finding for **Impact on the Institution**:

Focus: The Office of Community Engagement tracks the community engagement of university programs/offices, faculty, staff and students ongoingly through meetings with university stakeholders, via news releases, and the Top Tier Task Force on Community Engagement. Additionally, in the 2017 Application for Community Engagement Awards, applicants were asked to identify how their community engagement impacted the university. The questions were also included in the 2018 applications.

Since UNLV identified Community Partnerships as one of its Top Tier Goals in 2015, it has established the Office of Community Engagement (OCE) and hired an interim OCE director, as well as a Director of Service Learning and Leadership. The new interim Director of the Office of Community Engagement has met with every dean on campus to discuss current and future community engagement activities, as well as approximately **XX** community members. Furthermore, community partners have been invited to participate in the university's Top Tier committees. The Executive Vice President and Provost formed a committee charged with incorporating community engagement into the new promotion and tenure criteria. After receiving input from the faculty, the UNLV Faculty Senate will vote on the new promotion and tenure criteria.

To Do:

- The Office of Community Engagement will analyze and report on the data from the 2017 and 2018 Community Engagement Awards applications relative to the impact of faculty community engagement projects on the institution.
- The Office of Community Engagement will describe **one key finding** from this campus-wide assessment of impact on the institution.

4f. Does the institution use the data from the assessment mechanisms?

No Yes

Describe how the institution uses the data from the assessment mechanisms:

[Using examples and information from responses 4a-e, provide specific illustrations of how the impact data has been used and for what purposes.]

To do:

The Office of Community Engagement will identify how the data is being used. [I would recommend asking each of the individuals/offices collecting and analyzing data to answer this question.]

An example of how this assessment data may be used is: Based on faculty and community partners' feedback, the Office of Community Engagement is creating a portal for community organizations to request UNLV partnership opportunities.