

Project Summary

The Office of Experiential Education seeks to understand the current practices and future needs of tracking or monitoring and reporting out on experiential education (ExEd) experiences.

Key Themes

The study aims to collect information around the following points:

- Current tracking and reporting procedures
- Current barriers to tracking
- Future of tracking procedures
- Importance of tracking and reporting experiential education experiences
- Role of the Office of Experiential Education in accomplishing Purdue and/or unit goals around tracking and reporting on experiential education.

Format

As this is largely an exploratory project, the format for this endeavor is to conduct structured focus groups. The structured focus groups will last roughly 75-80 minutes, will be conducted via a meeting platform such as Teams, be recorded, be facilitated by up to two members of the Experiential Education Landscape Project Team and consist of up to seven participants.

The individuals invited to participate in these focus groups are faculty and staff at Purdue University who currently conduct, facilitate, coordinate, host, or plan experiential education opportunities for Purdue students. They have previously completed two different data collection exercises: submitted basic contact information and descriptions of their experiential education opportunity and completed a robust questionnaire about program characteristics, data collection, tracking or monitoring, and reporting efforts.

Structured Focus Group Script

Establish your connection- test your audio and video.

Ensure all parties have their video on and that their audio/microphone works. NOTE: You may need to ask each attendee to unmute themselves and test that their audio is working.

OPENING SCRIPT (NOT RECORDED- approx. 6-7 minutes, no more than 10)

Welcome and thank you for attending today. My name is _____ and I work for _____. We also have another colleague here with us today, I'll ask them to unmute themselves and state their name and role at Purdue: _____. We will be co-facilitating this focus group today as we are part of a small group of individuals supporting the Office of Experiential Education in exploring the current landscape of experiential education at Purdue University.

As you entered the room, I asked you to unmute yourself to test your audio. If you have not done that yet, please do so now. As for your video, we would prefer that you turn on your camera, if that is

Structured Focus Group Script Cont.

possible, so that I am my co-facilitator can pick up on the non-verbal cues you give us throughout our time together. Turning on your video is, however, optional.

Shared terminology and understanding are going to be key for our time together today. To that end, I would like to share three terms and their definitions. The terms are: experiential education, tracking, and reporting. First, I will copy and paste the term and its definitions into the chat area of this meeting and then I will read them aloud.

Experiential Education is a planned pedagogy, centering on an authentic experience to strengthen students' knowledge, skills, and abilities, paired with student reflection. Some common examples of experiential education include internships/co-ops, clinical placements and other field-based experiences, projects with community/industry partners, service-learning, and undergraduate research.

Do not copy and paste the following into the chat, but do read it aloud:

For the purpose of today's discussion we will ask you to focus on undergraduate experiences that are either credit-bearing or co-curricular experiences.

Tracking means that you are actively collecting data on the "who, what, when, where, why and, how" of experiential education, in an ongoing or real-time manner.

Reporting is communicating to internal or external decision-makers and stakeholders the information you have gathered during a particular period of time, such as semester to semester, year to year or otherwise. The purposes of reporting are various and depend on the audience.

Do not copy and paste the following into the chat, but do read it aloud:

Here are two examples:

Internal audience: Purdue would like to be able to identify participation gaps in ExpEd programming and so we would deliver a report based on participation by college and by demographic elements in order to not only identify the gaps but deliberate with internal stakeholders about how to best address these participation gaps.

External audience: The Indiana Commission on Higher Education has a new focus on "career-relevant student engagement" -- which is basically ExpEd, as we've defined it. And we expect that ExpEd will become part of the annual reporting requirements of the Commission. Therefore, we would need to report this data to the Commission.

Alright, are there any points I can clarify, when it comes to the purpose, terms or subject of this discussion today?

Pause for at least seven seconds, answer questions- to the best of your ability (see Preparation section above) should they come up, or move on.

Structured Focus Group Script Cont.

Next, if any of us experience technical difficulties we will try our best to overcome them and keep on going with the discussion. If technical difficulties prevent you from participating today I and my co-facilitator [first name] will follow up with you to see how we can best capture your insights into our topics. If I happen to get kicked out of this meeting, please be patient as I will try my hardest to get back to this meeting and continue facilitating this discussion.

BEFORE we get started with the discussion, I ask that you close other windows, silence your phone or other notifications, give us your attention, and focus on the questions being posed to you and others in the group. I ask that you try very hard not to interrupt each other. Also, if you do know each other's name please feel free to address them by name, because all identifiable information will be stripped from the transcription of this audio. In other words, **the comments you make here will never be attributed directly to you. Rather they will be presented in aggregate to represent the multiple voices of stakeholders engaged with some aspect of experiential education** at Purdue University West Lafayette.

FOCUS GROUP SCRIPT (RECORDED)

Okay, I will start recording this session. If there is a notification, please accept it, thereby acknowledging that you know this is being recorded.

For the record: Today is [The] of NOVEMBER in 2021] and I am speaking with faculty and staff who are the coordinators of, or primary contacts for, at least one experience identified as Experiential. We will spend the next 70-90 minutes discussing experiential education, tracking, and reporting at Purdue University- West Lafayette.

We will be asking you approximately six questions today, but we may need to ask more, follow up questions to prompt or probe you to share your insights, thoughts or opinions. We will encourage but not require *each one of you* to contribute to the ongoing discussion. Please practice awareness of how often OR for how long you contribute- please make room and time for others to contribute, if not encourage your colleagues to participate today.

BREATHE, take a pause.

Alright- we are going to begin with thinking about your department specifically.

Let's begin:

What do you think are the tracking needs for your department or program? What data, stories, or narratives are you currently expected to track? What data are you able to capture?

Is tracking important to your department or unit- if so- why; if not – why not? Are there consequences of strong or weak tracking of ExpEd? Consequences for students... for faculty activity tracking or reporting and/or promotion or tenure... for staffing/resource allocation?

Structured Focus Group Script Cont.

When it comes to tracking and reporting ExpEd, how successful is your department or program? Is it easy to capture some data as compared to others? Why is that? Have there been any challenges/barriers with regards to this? What is the most difficult kind of data to capture?

Now I'm going to ask you to first, be visionary and then, realistic about our topics:

If your department had unlimited resources- time, talent, knowledge, etc.- What do you envision for the future of tracking and reporting on your ExpEd programs? What do you need in order to have robust data on ExpEd? Do you envision any new barriers coming up? What could be the possible solutions to these barriers? What supports or resources do you need to make the process of tracking and/or reporting more useful or easier?

How might data on Experiential Education help your department or unit accomplish its goals or demonstrate the accomplishment of a goal? How or does tracking relate to the goals, strategic or curriculum plans of your unit or area? Goals related to... helping students be prepared for their next steps after graduation ... marketing your program, unit or school... ... informing curriculum or program planning and tracking/reporting... meeting equity goals?

Check the time and if time allows

Is there anything else you would like to add about tracking and reporting on ExpEd before we leave today?

That is all of the questions I planned to ask you today. Thank you for your time and contributions.

STOP RECORDING

Express gratitude for their attendance and say goodbye.

Alright, and once again thank you for your time and contributions... they will certainly be useful to the Office of Experiential Education as we work to better understand the current landscape of tracking and monitoring ExEd at Purdue University. Goodbye.

Instrument

Start of Block: Introductory Context

BeginTXT Purdue has identified Experiential Education (ExEd) as a primary priority through Purdue's "Next Moves" and the Transformative Education 2.0 initiative. The Office of Experiential Education has been created to support, enhance, and expand undergraduate ExEd at Purdue - West Lafayette. Our first project is a landscape analysis -- an effort to identify the key people involved in ExEd and how ExEd participation and outcomes are currently tracked at Purdue.

You have been identified as one of those key people, and so we are requesting your assistance with this survey. Please complete this survey to help inform our efforts.

For the purposes of this project, our definition of Experiential Education is:

Experiential education is a planned pedagogy, centering on authentic experience to strengthen students' knowledge, skills, and abilities, paired with reflection. Some common examples of ExEd include internships/co-ops, clinical placements and other field-based experiences, projects with industry/community partners, service-learning, and undergraduate research.

- We are focused on undergraduate (not graduate) ExEd.
- We include both credit-bearing and co-curricular/extra-curricular experiences.

Note: Q63 and Q64 were asked only if the prospective ExEd programs was previously identified as a Student Organization. If either:

- Q63="No" or
- Q64="Only masters, doctoral, or DVM students are included in this organization"

then the rest of the survey was skipped.

Q63 Based on the definition above, would you consider [ExEd Program Name] to be an example of experiential education?

- yes
- no

Q64 Who are the members of [ExEd Program Name] ?

- Members include undergraduate students and/or PharmD students (other levels of students may be involved as well)
- Only masters, doctoral, or DVM students are included in this organization

Start of Block: Identifying Info

NAME_ExpEd In this survey, we will be asking about the following program: [ExEd Program Name].

In some cases, the program name we've been given isn't as up-to-date or complete as it might be. Keeping in mind that we are collecting information from across the entire campus, please give this experiential education program a descriptive name:

Credit_ExpEd Is this experience affiliated with a course at Purdue (whether for credit or zero-credit)?

- No
- Sometimes
- Yes

(Display Course_ExpEd: If Credit_ExpEd =[Sometimes, Yes])

Course_ExpEd With which course(s) is this experience affiliated? Please provide the course subject and number, e.g., ZOOL 11200

DESC_TypeofExpEd For each of the following options, please select whether it describes [ExEd Program Name] or not.

	No	Yes
Apprenticeship	<input type="radio"/>	<input type="radio"/>
Clinical experience	<input type="radio"/>	<input type="radio"/>
Field work	<input type="radio"/>	<input type="radio"/>
Intensive, structured student employment	<input type="radio"/>	<input type="radio"/>
Internship, student teaching, or co-op	<input type="radio"/>	<input type="radio"/>
Practicum	<input type="radio"/>	<input type="radio"/>
Project-based experience, such as with an industry partner	<input type="radio"/>	<input type="radio"/>
Service-learning or community-based learning	<input type="radio"/>	<input type="radio"/>
Simulations, role-playing, and/or gaming	<input type="radio"/>	<input type="radio"/>
Study abroad	<input type="radio"/>	<input type="radio"/>
Undergraduate research	<input type="radio"/>	<input type="radio"/>
Other, please include a brief label	<input type="radio"/>	<input type="radio"/>

DESC_Classification During their time with Purdue University, when do students typically engage in this experience?

- Within their first year
- 2nd year
- 3rd year
- 4th year or beyond
- There is no consistent timing

DESC_WhenOffered When is this experience typically offered? (select "yes" for as many as apply)

	No	Yes
Fall semester	<input type="radio"/>	<input type="radio"/>
Spring semester	<input type="radio"/>	<input type="radio"/>
Summer	<input type="radio"/>	<input type="radio"/>

DESC_Length What is the typical length of student engagement with this experience? (e.g., two weeks, one semester, multiple years)

Start of Block: ExEd Elements

Elements_TXT TELL US MORE. The following questions ask about elements your experience may include.

Elements_who Which of the following categories of people typically administer or oversee [ExEd Program Name]?

- Purdue faculty members
- Purdue staff members
- Purdue student leaders (could include student organizations)
- No Purdue-affiliated people

Elements_structure [ExEd Program Name] has a defined structure, curriculum or programming.

- No
- Sometimes
- Yes

Elements_Outcomes [ExEd Program Name] has student learning outcomes.

- No
- Sometimes
- Yes

(Display Q46: If Elements_Outcomes =[Sometimes, Yes])

Q46 The learning outcomes for this program are communicated with participants (e.g., via syllabus, website, handout, etc.)

- No
- Sometimes
- Yes

(Display ExEd_SLOs: If Elements_Outcomes =[Sometimes, Yes])

ExEd_SLOs Which of the following types of student learning outcomes are expected to be gained from this experience?

	No	Maybe	Yes
Cognitive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Affective	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kinesthetic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline-based	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical skills (i.e., skills specific to the job/field)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional skills (i.e., broad skills neExEd across fields, such as creativity, communication, collaboration, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Display ExEd_AssessSLOs: If Elements_Outcomes =[Sometimes, Yes])

ExpEd_AssessSLOs Do you measure and/or assess the degree to which students accomplish these outcomes?

- No
- Sometimes
- Yes

Elements_Deliverable [ExEd Program Name] generates student learning artifacts or other tangible outputs that can be collected and/or analyzed for student learning.

- No
- Sometimes
- Yes

(Display Elements_DeliverA: If Elements_Deliverable =[Sometimes, Yes])

Elements_DeliverA Who provides feedback on the deliverable(s)? If no known feedback is provided select "no" for all options below.

	No	Maybe	Yes
A Purdue affiliated person provides feedback on deliverable(s).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Someone else affiliated with the experience provides feedback on deliverable(s).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Start of Block: ExpEd Taxonomy

ExEd_TaxTXT PROPORTION OF STUDENT ENGAGEMENT

ExEd_TaxApplication During [ExEd Program Name] what proportion of your students typically apply what they have learned in current or previous courses?

- None
- Some
- Most
- All

ExEd_KSAsCareer During [ExEd Program Name] what proportion of your students typically gain knowledge, skills, or abilities that are applicable to a career, area of work, or job?

- None
- Some
- Most
- All

ExEd_Reflection During [ExEd Program Name] what proportion of your students engage in reflection activities?

- None
- Some
- Most
- All

(Display ExEd_Reflection: If ExEd_Reflection =[Some,Most,All])

ExEd_Reflection You indicated that reflection was a part of the experiential education opportunity. Please tell us more about the reflection involved.

	No	Sometimes	Yes
Reflection is an intentional part of this experience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The reflection is initiated/structured by a Purdue-affiliated individual.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The reflection is initiated/structured by a community-member, employer, or site/host.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Someone provides feedback during or after the reflection activity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The reflection activity pushes students to think critically.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

EXPERIENTIAL EDUCATION LANDSCAPE ANALYSIS: QUESTIONNAIRE

ExpEd_Career-releven What proportion of your students participating in [ExEd Program Name] would indicate that it is a transformative learning opportunity?

- None
- Some
- Most
- All

Start of Block: Tracking

Track_TXT TRACKING AND REPORTING DATA Now we want to ask some questions about how you manage data associated with [ExEd Program Name]

Track_Partners Does [ExEd Program Name] engage with partner sites or organizations beyond your program?

- No
- Sometimes
- Yes

(Display Track_InfoSite: If Track_Partners=[Sometimes, Yes])

Track_InfoSite What types of partners do you typically engage with as part of [ExEd Program Name]?

	No	Yes
Another unit/office at Purdue	<input type="radio"/>	<input type="radio"/>
Government office/agency	<input type="radio"/>	<input type="radio"/>
School (PreK - 12)	<input type="radio"/>	<input type="radio"/>
Other higher education institution	<input type="radio"/>	<input type="radio"/>
Healthcare settings	<input type="radio"/>	<input type="radio"/>
Community agency, nonprofit center, or similar	<input type="radio"/>	<input type="radio"/>
Company/corporation (for-profit)	<input type="radio"/>	<input type="radio"/>
Host site or similar (typically study abroad)	<input type="radio"/>	<input type="radio"/>
Other entity. If so, please briefly describe here:	<input type="radio"/>	<input type="radio"/>

EXPERIENTIAL EDUCATION LANDSCAPE ANALYSIS: QUESTIONNAIRE

(Display Track_AreasOfFocus: If Track_Partners=[Sometimes, Yes])

Track_AreasOfFocus For each of the following areas of focus, please indicate if it is relevant to the entity or entities involved in this experience.

	No	Yes
Agriculture, Fishing, & Forestry	<input type="radio"/>	<input type="radio"/>
Arts and Culture	<input type="radio"/>	<input type="radio"/>
Community and/or Economic Development	<input type="radio"/>	<input type="radio"/>
Education	<input type="radio"/>	<input type="radio"/>
Environment, Environmental sustainability	<input type="radio"/>	<input type="radio"/>
Government, public affairs, and/or public safety	<input type="radio"/>	<input type="radio"/>
Health	<input type="radio"/>	<input type="radio"/>
Human rights	<input type="radio"/>	<input type="radio"/>
Information and communications	<input type="radio"/>	<input type="radio"/>
Philanthropy	<input type="radio"/>	<input type="radio"/>
Religion	<input type="radio"/>	<input type="radio"/>
Science or social sciences	<input type="radio"/>	<input type="radio"/>
Sports or Recreation	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>
Unknown or unsure	<input type="radio"/>	<input type="radio"/>

(Display Track_ContactINFO: If Track_Partners=[Sometimes, Yes])

Track_ContactINFO Do you track names, contact information, or other data describing your partners?

- No
- Sometimes
- Yes

(Display Track_FSatPartner: If Track_Partners=[Sometimes, Yes])

Track_FSatPartner Do Purdue faculty/staff spend time at partner sites for the [ExEd Program Name] beyond the Purdue-WL campus, during the period of the program?

- No
- Sometimes
- Yes

Track_ContactPWL Do students have an expected touchpoint(s) with a Purdue staff member, instructor, or similar during the duration of the experience?

- No - none
- Yes - throughout the experience
- Yes - only at the beginning and/or conclusion of the experience

(Display Track ContactNoPWL: If Track Partners=[Sometimes, Yes])

Track_ContactNoPWL Approximately how many times during the experience do students interact with Purdue staff member, instructor or similar?

- Daily
- Approximately 2-4 times a week
- Once a week
- Twice a month
- Monthly
- Other _____

Track_Hours Do you track the number of hours that students spend engaging with the given experience?

- Yes- with high accuracy
- Yes- but they are approximations
- No

Track_WhereStudents When students are engaging in activities related to this program, where are they?

	No	Yes
In a classroom or instructional lab on the Purdue-WL campus	<input type="radio"/>	<input type="radio"/>
In another space on the Purdue-WL campus scheduled or otherwise provided by the university	<input type="radio"/>	<input type="radio"/>
In their own space, such as residence hall, Greek/Co-op house, apartment, etc.	<input type="radio"/>	<input type="radio"/>
At a partner site in Greater Lafayette	<input type="radio"/>	<input type="radio"/>
At a partner site in Indiana, beyond Greater Lafayette	<input type="radio"/>	<input type="radio"/>
At a partner site beyond Indiana	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

Track_funding Is there any funding that supports [ExEd Program Name]? (even if only sometimes)

- Yes - from internal to Purdue source(s)
- Yes - from external to Purdue source(s)
- Yes - a mix of internal and external funding sources
- No funding sources are tied to this experience

Track_InfoSharing Is information (data, statistics, or general information) about this experience typically delivered to someone beyond the individual program?

- Yes - to someone at Purdue (e.g., your college)
- Yes - to someone beyond Purdue (e.g., partner organization, accrediting body)
- Yes - both within Purdue and beyond
- No

EXPERIENTIAL EDUCATION LANDSCAPE ANALYSIS: QUESTIONNAIRE

(Display Track_ReportINFO: If Track_InfoSharing=[Yes - to someone at Purdue, Yes - to someone beyond Purdue, Yes - both within Purdue and beyond]

Track_ReportINFO What audiences do you typically provide with stats, data, or information about this experience?

(Display Track_ReportWHAT: If Track_InfoSharing=[Yes - to someone at Purdue, Yes - to someone beyond Purdue, Yes - both within Purdue and beyond]

Track_ReportWHAT What kinds of data are typically included in those reports?

	No	Sometimes	Yes
Descriptive information about participating students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Descriptive information about participating faculty/staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Descriptive information about participating partners/sites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evidence of student learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notes about changes to the experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ideas for future changes/improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photos from the experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feedback from the host/site about the experience or students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please describe briefly)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Track_How What information gathering, storing, and reporting strategies are used to track data about [ExEd Program Name]?

	No	Yes
Survey tools (Qualtrics, Google Forms, etc.)	<input type="radio"/>	<input type="radio"/>
Brightspace	<input type="radio"/>	<input type="radio"/>
Spreadsheets (Excel, Google sheets, etc.)	<input type="radio"/>	<input type="radio"/>
Databases (Access, etc.)	<input type="radio"/>	<input type="radio"/>
Word documents or other locally made records	<input type="radio"/>	<input type="radio"/>
A free platform from beyond Purdue. Specify:	<input type="radio"/>	<input type="radio"/>
A paid platform from beyond Purdue. Specify:	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

(Display Q61: If Track_Partners =[Yes - to someone at Purdue, Yes - to someone beyond Purdue, Yes - both within Purdue and beyond]

Q61 Now let's focus specifically on how you gather, store, and report data related to external partners such as industry/community sites, as well as how you communicate with these partners. What strategies do you use for information management and/or communication with regard to external partners?

	No	Yes
Survey tools (Qualtrics, Google Forms, etc.)	<input type="radio"/>	<input type="radio"/>
Brightspace	<input type="radio"/>	<input type="radio"/>
Spreadsheets (Excel, Google sheets, etc.)	<input type="radio"/>	<input type="radio"/>
Databases (Access, etc.)	<input type="radio"/>	<input type="radio"/>
Word documents or other locally made records	<input type="radio"/>	<input type="radio"/>
A free platform from beyond Purdue. Specify:	<input type="radio"/>	<input type="radio"/>
A paid platform from beyond Purdue. Specify:	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

Start of Block: Additional Info

Q60 If you'd like to provide any clarification to your responses about [ExEd Program Name], please do so here.