



Survey Created by Amanda Haney-Cech 03.08

OAEOPP HELPDESK SELF-ASSESSMENT OF SKILLS Spring 2008

OAEOPP is planning an online helpdesk to be available by September, 2008. We are attempting to identify members who have expertise in one or more of the many issues facing TRiO staff. As you complete the survey, please respond accordingly to let us know how you can help.

Name: _____ Email: _____ Position: _____ Program: _____

Number of Years in TRiO:

Less than 5 5-10 10-15 15-20 20-25 More than 25

Using the following scale (1 being low/no knowledge and 5 being high knowledge) please answer how strong your skills are related to the listed topics for your program.

- | | | | | | | |
|----|---|---|---|---|---|--|
| 1. | I am familiar with TRiO regulations. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 2. | I am familiar with EDGAR and allowable expenses vs. non-allowable expenses. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 3. | I can navigate the OAEOPP website. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 4. | I can navigate the MAEOPP website. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |

- | | | | | | | |
|-----|---|---|---|---|---|---|
| 5. | I can navigate the COE website. | 1 | 2 | 3 | 4 | 5 |
| 6. | I can navigate the U.S. Department of Education website. | 1 | 2 | 3 | 4 | 5 |
| 7. | I know how to find the names of program officers for Ohio. | 1 | 2 | 3 | 4 | 5 |
| 8. | I can instruct others on how to connect to the TRiO Listserve. | 1 | 2 | 3 | 4 | 5 |
| 9. | I am familiar with TRiO legislation, both existing and pending. | 1 | 2 | 3 | 4 | 5 |
| 10. | I can develop a policy and procedures manual. | 1 | 2 | 3 | 4 | 5 |
| 11. | I can write a TRiO grant proposal. | 1 | 2 | 3 | 4 | 5 |
| 12. | I can complete the Annual Performance Report. | 1 | 2 | 3 | 4 | 5 |
| 13. | I am familiar with how to develop program evaluations. | 1 | 2 | 3 | 4 | 5 |

- | | | | | | | |
|-----|---|---|---|---|---|--|
| 14. | I understand the expectations of a site visit. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 15. | I know what to expect with a program audit. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 16. | I know what needs to be in a student file. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 17. | I am familiar with how to become a member of OAEOPP. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 18. | I am familiar with the ELI program and how to become involved. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 19. | I can provide suggestions for developing a parent support group. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 20. | I can provide suggestions/support to programs on planning student travel. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 21. | I can develop student and staff manuals, handbooks, forms, etc. | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 22. | UB ONLY – I understand the requirements of the Absolute Priority | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |

23. I understand how to develop a college retention plan.
- 1 2 3 4 5
24. I am familiar with developing a program budget.
- 1 2 3 4 5
25. I am familiar with TRiO advocacy at the state or national level.
- 1 2 3 4 5
26. I am familiar with staff supervisory issues.
- 1 2 3 4 5

Please circle all that apply.

1. I find the following to be the most confusing/challenging topics in TRiO:

Regulations	Legislation	Evaluation
Budget/EDGAR	Grant Writing	Policy and Procedures Manual
Site Visits	Program Audits	TRiO Listserve
OAEOPP website	MAEOPP website	COE website
Department of Ed website	Annual Performance Report	

2. I can confidently share my expertise regarding the following topics in TRiO:

Regulations	Legislation	Evaluation
Budget/EDGAR	Grant Writing	Policy and Procedures Manual
Site Visits	Program Audits	TRiO Listserve
OAEOPP website	MAEOPP website	COE website
Department of Ed website	Annual Performance Report	

Additional Comments/Suggestions:

Complete and return to Gary Williams - Washington State Community College, 710 Colegate Drive, Marietta, OH 45750 Fax: 740.373.7496