

# COMMIT

Committing to the social dimension in universities

## How to use the COMMIT tools in your institution


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## Interested in the COMMIT self-evaluation process?

If you are contemplating the possibility to organise a self-assessment process in your institution, you may want to know that the COMMIT project has developed a number of documents and templates to help you prepare and undertake this process

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## Benefits for your INSTITUTION

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- ❑ Stop the day to day work and dedicate an exclusive slot of time to see how your institution works in respect to ULLL and its social dimension, which is your institution's strategy and vision about it and share this reflection with different internal actors
- ❑ To use a set of tested and verified tools that can be re-used in the future for monitoring improvement at certain levels
- ❑ To receive advice and guidance from an external expert to help you analyse what you do, how you do it and if there is room for improvement at any level

## Benefits for you personally

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- ❑ To participate in a an interesting process, interacting with other colleagues at different levels, with the common objective to make your institution a better and more socially-friendly one
- ❑ To actively participate in the possible re-shaping of your institution's strategy

## COMMIT **Self-Assessment Kit**

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The “Self-Assessment Kit” consists of a set of documents to be used by institutions interested to carry-out a self-assessment process

- Welcome
- Short info sheet for participants
- Step-by-step procedure
- Template Fact sheet
- Template agenda
- Template Feedback report

## COMMIT **Self-Assessment Kit**

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- Four self-assessment Tools:
  - **The Strategy Process Tool**
  - **The Strategy Content Tool**
  - **The Benchmarking Tool**
  - **The Monitoring Attainment Tool**

## COMMIT Self-Assessment Kit

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- **Fact Sheet:** This template is for you to fill in and will help you start thinking about your institution and its position in terms of Lifelong Learning (LLL) and in terms of SD
- **Template Agenda:** This template is for you to fill in when planning the activity. We recommend this activity to have at least two days in length
- **Report Form:** This template is for you to fill in at the end of the activity. It will help you to reflect about the data and feedback collected and will help you think what to do next (or what to recommend to your university to do)

## COMMIT Self-Assessment Kit

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- **Step by Step Procedure:** This document is for you and those who will be joining this activity to read. It explains how the process work and the order in which the different steps take place
- **Short Information:** This document explains briefly the activity and is for you to distribute to those who will be joining this activity

## KEY READINGS

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- **Executive Summary:** This document is for you to distribute to those who will be joining this activity as short description of the project and its outputs
- **Policy reminders:** This document is for you to distribute to those who will be joining this activity. It lists the main findings of the project and the advice that the **COMMIT** consortium gives to policy makers and users of these materials

## External Experts

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You will find that sometimes is very useful to have an external perspective to help you progress in the analysis of your institution.

The COMMIT partners are experts in these processes. When planning this activity, if you decide that to have an external perspective would be helpful for you and your institution, please contact us at [office@eucen.eu](mailto:office@eucen.eu)

## What TO DO

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- ❑ Read all the documents included in the Self-Assessment Kit
- ❑ Prepare the Fact Sheet
- ❑ Read all the four self-assessment tools and choose which one(s) you want to use in your activity
- ❑ Select who you would like to involve in the interviews and discussions. You need to think strategically who should be involved in the activity

## What to do NEXT

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- ❑ Once the above is all done, you can start contacting your selected participants. Send to them the Short information document and Fact sheet you have filled in. Get in touch with them and explain what this activity is about, why it is important and which tools you will be using in the face-to-face meetings. Plan the activity well ahead and once the date is settled and if most of the pre-selected participants accept to participate, you will be ready to start!
- ❑ Take the Step-by-Step document now and start following the actions recommended in the sequence listed

## YOUR RESULTS

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- Although you do not have any obligation to do this, the **COMMIT** project would be interested to receive a copy of your final Feedback Report. This would help us recording internally who is using the **COMMIT** materials and what users think about them. Any document received from users would be kept totally confidential and would never be disclosed to anyone or uploaded in any public space. If you agree to share your feedback with us, please send it to [office@eucen.eu](mailto:office@eucen.eu) stating in the subject "**COMMIT feedback**".

## The process can go on

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- If you find the COMMIT exercise interesting and useful, your institution can decide to establish a review of the results after two or three years. This would help you to compare the progress made in the areas that the self-assessment process highlights as important to be improved or changed
- Be aware that maybe the participants you have involved in the first process are not the participants that you need to involve in the next occasion. Think about it and choose the most adequate participants for each tool and in each occasion you organise one of these activities

## ADVICE

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- Please be aware that this activity and the involvement of your colleagues will be more effective and will have a bigger impact if your Rector or/and your Vice-Rectors feel it is an interesting exercise that they want to undertake. It is important you try to wake up their interest and involvement in this activity
- For any doubts or if you need help you can contact eucen - we will be glad to help you!

## Thank you

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If you have any questions or need any further details  
please contact us at

[commit@eucen.eu](mailto:commit@eucen.eu)