Training module for

THE EDUCATIONAL PROGRAMMING RECORD
What is the EPR?

- The **Educational Programming Record** is an online tool that allows you to keep track of your unit’s educational programming efforts.

- With the EPR you can determine:
  - How many programs your unit has offered
  - Who presented them
  - The types of programs
  - The primary audience(s) for your programs
  - Attendance at your programs
Common misconceptions

- The EPR is used as some sort of productivity measure to compare units.

  This is false. The mission and goals of each unit are unique and such comparisons would be both misleading and ineffective.
Why was the EPR developed?

• The EPR was developed to provide a single easy-to-use system for units to keep track of their programming efforts.

What is it NOT!

• It is not an oversight tool to make sure that you are offering some pre-determined number/type of programs.
PART 1: ENTERING PROGRAMS INTO THE EPR
Whose job is it? Your unit decides.

• Some units assign one person to complete this task for everyone, and others ask each individual staff member to enter his/her own educational programs.

• The important things are:
  ◦ That you identify the person(s) responsible
  ◦ That your unit’s programs are entered consistently and on a regular basis (how regularly depends on how many programs your unit offers; for some this might be weekly, and for others monthly may suffice)
So it’s my job to enter programs, what now?

- First, your director needs to contact Student Affairs Research and Assessment and request that you be added as a user of the EPR.

saraoffice@psu.edu

(814) 863-1809
Warning…

- Because we’re going to illustrate every little step in program entry, this process appears much more time consuming than it actually is.

- It only takes a minute or two to add a program to the EPR.
Once you’ve been added to the EPR, go to the Student Affairs webpage at http://studentaffairs.psu.edu/ and login using your Student Affairs username and password.
To login type “sa\” in front of your user ID. Be sure to use \ (the backslash key or “reverse solidus” located above the ENTER key on your keyboard) and not /.
Now you are in the Student Affairs Intranet (for staff only). Choose Educational Programming Record and you are ready to get started.
Since the system recognizes you from your login, your name and unit will appear at the top of the page. In addition, the programs and people you will see in EPR will pertain specifically to you and your unit. You will not see information from other units unless your unit co-presents a program together with another unit.

Select the link **Maintain your program records** for recording individual programs.
The basic form looks like this:

We will go through each of these data fields.
Click on "i" to see definitions for each type of program. Select the program type that best fits from the drop-down menu.
If you choose “Presentation/Workshop” as your program type, then you will get a drop-down menu to use in entering your program title.

If you have “catalogued” that workshop, then its title will appear in the drop-down menu. If you haven’t, that’s okay. Just choose “Other” and you’ll have the opportunity to enter the title. (We will talk about cataloguing workshops later in this training!)

If you choose any other type of program, you will simply type in the name of the program in the Program Title field.
Why is the Program Title important?

... because they’re YOUR unit’s records. That’s why!

Program titles need to be named consistently each time programs are repeated so identical programs will be listed together.

For example, if you record your program this way the first time it is presented:

Program Title  
Resume Writing

and record it this way when you repeat the program:

Program Title  
Writing Resumes

... the programs will not be recorded together. Consistency is KEY!

*Hint: Using the cataloguing feature (discussed later) will ensure consistency when programs are offered more than once.*
If you are entering a program that is part of an ongoing series (e.g., LateNight, Leadership Development Series), indicate that here. If the series name does not appear, you can request that a new program series be added by contacting saraoffice@psu.edu.
These lists are populated from the human resources database and are based on the sponsoring/co-sponsoring unit’s regular employees. If the presenter’s name is not listed, select “Other”. A text box will appear in which you can type the name. The “Not Applicable” option is used when there is no specific presenter such as when an entire unit presents together.

In this field, more than one presenter can be selected by holding the control key and clicking on the desired names.
Co-sponsoring Units

If your unit presents a program with another unit, only the primary unit should record the program in EPR. Duplicate records inflate the actual number of programs offered.

In this field, more than one unit can be selected by holding the control key and clicking on the desired units.
Method of Assessment

Division Scan Form: This scantron sheet was historically used by most SA units to assess programs. Very few use it now.

Unit Form: Your unit may have a common assessment form that is used to assess multiple programs within your unit.

None: Not every single activity needs to be assessed. However, your unit should have a comprehensive assessment strategy in place. Do you need help? Contact saraoffice@psu.edu.

Other: Everything else…
Although most programs are presented face to face, some utilize various kinds of technology. Select the primary mode used by your program.
Card swiped? You can work with SAIT to have your event attendance recorded using card swipe technology with Penn State ID cards. If your event is NOT card swiped, you can enter your estimated attendance here (this option will disappear if you indicate that the program was/is card swiped).

For more information, about card swiping events, contact SAIT at help@sa.psu.edu or visit http://studentaffairs.psu.edu/it/mrstat
Your audience may be mixed, but choose the option that best describes the majority of your audience:

- Faculty/Staff
- Students
- Other
If your primary audience is students, you will need to indicate whether the program targeted first-year students. This doesn’t just mean that some or all of your attendees were FYs, but that this was your intended audience.
If your program was a classroom presentation, once you select that button, two text boxes will appear that request the name of the department and the course number for the class in which the program was presented. Please use the department abbreviation (e.g., COMM, ENGL, MATH) and course number as designated in the official schedule of courses.
You have completed Section I of the EPR training. Congratulations!

SECTION II: CATALOGUING WORKSHOPS

SUBTITLED: YOU’RE ALMOST THERE; THIS SECTION IS MUCH SHORTER. 😊
Programs that are offered regularly or on an ongoing bases should be catalogued as workshops (e.g., Straight Talks, Safer Sex Party, Intro to Multicultural Competence).

Select the link: *Maintain your workshop information* for cataloguing a program’s information for future use by your own unit or for other units to request that you present it for them. The information you are asked to provide is similar to that for a conference workshop proposal.
There are **Three Major Benefits** to Recording & Maintaining Workshop Information

1. You don’t have to worry about getting the title exactly right every time you enter the workshop. The title you have catalogued will now appear on the drop-down menu.

2. Workshop information is pulled from the EPR into SA websites and other materials to market your program, and you don’t have to do a thing!

3. Others can peruse your catalogued workshop offerings to make requests for programs or suggestions for collaboration.
Provide information about your program here. This material may be used in public forums (e.g., SA Edge Web site at [http://edge.psu.edu/](http://edge.psu.edu/)), so it should be well thought out and polished. Do not use acronyms (e.g., PRCC) without spelling them out first. It is also a very good idea to paste your text into Word or a similar program for spelling and grammar checks prior to finalizing.
Workshop Information: Abstract

What is an abstract?

• A short explanation of your program similar to what you might see in a course catalog

• Example abstract:

  This presentation is a starting point for students to learn about the multitude of involvement opportunities available through the Office of Student Activities. Students are asked several questions to help gauge their areas of interest and then a discussion is led by the presenter(s) to help the audience understand the crucial role that co-curricular involvement has in their overall academic success and in becoming productive, active citizens.

• Do not use acronyms (e.g., PRCC) without spelling them out first.
What are Learning Outcomes?
• Statements that clearly define your expectations of what students will learn and be able to do by participating in your program

Why are Learning Outcomes Important?
• By requiring you to focus on what you want to accomplish through your program, learning outcomes help you to check yourself and keep on track with your goals.
• This makes assessing your program much easier.

For more on writing effective learning outcomes visit: https://www.sa.psu.edu/workshops/edprogram/index.htm
SECTION III: EXPORTING YOUR RECORDS

SHORTER STILL!
Some units may choose to export their records, which puts their EPR data into an Excel spreadsheet. This allows them to see all of their data, add more information, or sort the information to fit their needs.
Ta-da!

Simply click on the *Export your records* link and then open the file. It will look something like this:

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</table>

Yes, we know it’s not the most beautiful thing you’ve ever seen, but it is useful.
Example uses of exported data

- Exporting the data allows you to carry out custom reports for your unit.
- For example, you can sort out your programs that are specific to first-year students (whose transition is an area of focus in Penn State’s Strategic Plan).
- Or, you can articulate your direct contribution to the academic enterprise (by sorting out programs offered in classes).
Don’t Want to Mess with That? That’s Okay, SARA is Here to Help.

- Twice a year (January and July), SARA creates EPR reports broken down by unit.
- This information is distributed to unit directors and is available on the Division shared drive at S:\Shared\SARA\EPR Reports
Remember…

The EPR was created to help you keep track of your activities and to evaluate your impact based on whatever criteria you establish.
YOU’RE DONE!

If you have questions about the EPR or about program assessment, please contact Student Affairs Research and Assessment at saraoffice@psu.edu or at (814) 863-1809. Suggestions for improving the EPR can also be emailed to SARA.