CILMAR Needs Assessment Protocol

Step 1: Gather Information
- What is the issue/problem/lack/need/etc.?
- How closely would responding align with our mission?
- Whom would we be serving, and who would be impacted?
- What resources might be required to respond adequately (time, funding, expertise, space)?

Step 2: Play or Pass
- If the need matches our mission AND serves our audience AND we have the resources to respond, then PLAY.
- If any of the above are not true, then PASS the request to someone else who could help (e.g., CIE, Diversity, etc.).
- If audience alone is the issue, the team can decide whether indirect impacts on undergraduates justifies response.

Step 3: Gather More Information
- Which competencies on the AAC&U VALUE rubric(s) are most applicable?
- What are the constraints of the context (e.g., timing, number of people, intensity, level, etc.)?
- Who on our team has the appropriate expertise and time?
- Which local human resources could contribute or be trained to take over?

Step 4: Create a Game Plan
- WHAT: Which tools from the Intercultural Learning Hub (HubICL) are best for the learning outcomes and context?
- WHO: Will this be a single player or a CILMAR team effort?
- WHEN: What is the schedule, and how long will CILMAR be involved before the project is handed off?
- HOW: How will effectiveness be documented?

Step 5: Follow Up - How does the project intersect with or support....
- Network Building
- Marketing/Branding
- Materials Development
- CILMAR Team Professional Development
- Assessment Data