

VANDYPASS BADGE APPROVAL PROCESS

2023

Table of Contents

Understanding the SOP.....Page 3
Purpose, Scope, Definitions, Components, and Considerations Before Requesting a Badge

Roles & Responsibilities.....Page 4

Request Submission Process.Page 5
Committee Meeting Procedures

Communication.....Page 6
Decision Communication & Follow Up, Continuous Improvement, Revision & Approval, Budget, Appendix

Appendix.....Page 7
Rubric for Badge Approval

Title: Standard Operating Procedure for Badge Approval Committee

1. **Purpose:** The purpose of this Standard Operating Procedure (SOP) is to establish a framework for the functioning of a badge approval committee. The SOP outlines the roles, responsibilities, and processes involved in the committee's decision-making and approval processes.
2. **Scope:** This SOP applies to all members of the approval committee and any individuals involved in the approval process. It covers the procedures for reviewing, evaluating, and making decisions on various requests, proposals, or submissions brought before the committee. The purpose of creating a badge or implementing new activities/tasks is to highlight co-curricular experiences for students.

3. Definitions

- Approval Committee: A group of individuals responsible for reviewing and making decisions on requests, proposals, or submissions. This committee will review submitted materials for adherence to guidelines for digital badges in their respective VU division/department. They will respond to the submitter with guidance on their potential new program. This review will take place on a semesterly basis.
- Requestor/Submitter: The VU individual or department submitting a new badge request or badge proposal for consideration by the committee.
- Activity/Task: has three validations: a self-guided reflection, ePortfolio submission, and/or survey (you can require more than one task validation).
- Event: must be added in either Handshake or Anchor Link.
- Experience Set: implies that there is a subset of activities that must be completed in order to earn credit for the Experience Set. Experience Sets can have Required and/or Optional activities. All required activities must be completed. If there are optional activities, then the number of optional activities that must be completed will be displayed when viewing the Experience Set.
- Badge: A virtual “stamp of approval” of a skill or accomplishment that students can share with future employers. A badge is comprised of activities/tasks and/or events that students are required to complete to earn points toward the badge.

4. Components & Considerations Before Requesting a Badge

1. Point of Contact

- Who will be the point of contact for creating, developing, and approving activities/tasks for the badge?
- Who will be responsible for ensuring events are uploaded into Handshake or Anchor Link to be integrated into VandyPASS powered by Sutable?

2. Target Population

- Who will be the target VU student population(s)?
- How many students do you anticipate will complete the badge?
- Is this open to all students or just your target population?

3. Badge Visual Identity

- What will the badge images look like?
- What is the name of the badge?

- Who will create the visual identity of the badge?
 1. VU Marketing & Communications has a 2-4 week turnaround time.
 - Do you have color scheme guidelines/requirements your office follows that need to be used when creating the visual identity?
4. Marketing & Communications Plan
- Why should students engage/complete the badge?
 - How do you plan to communicate the badge requirements to students?
 - How do you intend to celebrate students who complete the badge?
 1. Ex.) Swag items, certificate of completion, host an event, provide a mentor, receive a grade in class, etc.
 - What other stakeholders are you marketing the badge to?
 1. Faculty, staff, students, employers, parents, and/or alumni.
5. Length of Completion Time
- How long will it take students to complete the badge?
 1. Week, semester, academic year, academic 4-year journey at VU, etc.
 - When do you plan to launch the badge?
 1. New badges will be launched on a semesterly basis.
 2. If you just want to include an activity or an event to VandyPASS powered by Suitable, please fill out the following appropriate Microsoft Form below.
 1. [Activity Request Form](#) – reviewed biweekly.
 2. [Event Request Form](#) – reviewed biweekly.
6. Requirements of Badge
- Is the badge prescriptive (students must complete all listed activities to earn the badge) or more flexible (students can pick a number of activities to complete out of a list of options to earn the badge)?
 1. If the badge is prescriptive, what activities must they complete? If the badge is more flexible, what are the options and how many must they complete? Keep in mind that your badge can be a hybrid of these two types.
 1. For example, you can require an activity or a set of activities and then include a list of options from which students can choose the remaining defined number of activities to complete to earn the badge.
 - What overarching NACE competencies does this badge align with?
 - What competencies do each activity/task and event align with?
 1. You must select up to 2 competencies.
 2. [NACE 8 Core Competencies](#), the hallmark of many VandyPASS Badges.
7. Badge Request Form
- Fill out [this form](#) for a badge request.

5. Roles and Responsibilities

1. Assistant Director of Badging & Skills – Allison Otto
 - Facilitate committee meetings and ensure adherence to the SOP.
 - Provide guidance and direction to committee members.

- Ensure fairness and objectivity in the decision-making process.
 - Act as the liaison between the committee and other stakeholders.
 - Develop and send out weekly and monthly newsletters with reports.
2. Committee Members – Suitable Implementation Committee
 - Review and evaluate requests, proposals, or submissions thoroughly.
 - Attend committee meetings and actively participate in discussions.
 - Provide insights, expertise, and recommendations based on their respective areas of specialization.
 - Maintain confidentiality and avoid conflicts of interest.
 3. Secretariat/Support Staff – Career Center Innovation Team
 - Schedule and coordinate committee meetings.
 - Collect, organize, and distribute relevant documents to committee members.
 - Record and maintain accurate meeting minutes.
 - Assist with administrative tasks related to the approval process.

6. Request Submission Process

1. Submission Requirements
 - Clearly define the information and documents required for a request or proposal utilizing the Microsoft form(s).
 - Deadlines for submission are 1 month prior to the end of each semester to ensure there's enough time to implement a new badge by the beginning of the next semester.
2. Initial Screening
 - Conduct an initial screening of all submitted requests to ensure they meet the basic requirements on a semesterly basis.
 - Disqualify requests that do not meet the criteria or provide the required information.
 - Notify requestors of the outcome of the initial screening.
 - Conduct a follow-up call with the requesting person/department to discuss the next steps.

7. Committee Meeting Procedures

1. Meeting Schedule
 - Establish a regular meeting schedule to ensure timely review and decision-making on a monthly basis.
 - Communicate the schedule to committee members and requestors in advance.
2. Meeting Agenda
 - Develop an agenda for each committee meeting.
 - Include items for review, discussion, and decision-making.
 - Allocate sufficient time for thorough evaluation and deliberation typically 1 hour.
3. Quorum
 - Minimum number of committee members required for a meeting to proceed is 3.
 - Ensure quorum is met before any decision is made.
4. Decision-Making Process
 - Present requests, proposals, or submissions to the committee.

- Encourage open discussion and seek input from all committee members.
- Use a consensus-based approach, but provide alternative methods for resolving disagreements, such as voting.

5. Documentation

- Maintain accurate and detailed meeting minutes utilizing Microsoft Teams.
- Document decisions, recommendations, and any dissents.
- Include the rationale behind each decision.

8. Decision Communication and Follow-up

1. Notification

- Communicate the committee's decision to the requestor promptly.
- Clearly articulate the outcome and any conditions or requirements.

2. Feedback and Appeals

- Provide a mechanism for requestors to seek clarification or appeal decisions via 1:1 call and email communication.
- Establish a timeframe and process for addressing appeals on a semesterly basis but also reviewed monthly.

9. Continuous Improvement

- Regularly review and evaluate the effectiveness of the approval committee's processes.
- Identify areas for improvement and implement necessary changes.
- Document lessons learned and share best practices among committee members.

10. Compliance

- Ensure compliance with relevant laws, regulations, and organizational policies.
- Safeguard confidentiality and handle sensitive information appropriately.

11. Revision and Approval: This SOP should be reviewed periodically and updated as needed.

Changes should be communicated to all committee members and stakeholders.

12. Budget: The budget is being determined for badge support through the Career Center and for the broader campus community.

13. Appendix

- Example of a strong badge request:

A	B	C	D	E	F	G	H
Badge Name or Experience Set?	* required		Description *	Type *	Level		Competencies For Upload
EMPATHY	General Understanding, online resource/onboarding		Complete pre-program survey/application or register for an event	Task	Level 1		Communication
	Training Session, attendance (in-person or virtual)		Attend training session with empathy focus	Task	Level 2		Communication, Equity & Inclusion, Career & Self Development
	Workshop, Attend and actively participate in empathy centered workshop endorsement.		Write a 500 character reflection/explanation of workshop.	Task/Reflection	Level 3		Professionalism
	Apply Learning carry out one (1) of following interview, observation, or focus group		Reflect on the group that you interviewed, observed, or focused on in 1000 characters to apply learning. Submit interview/observation	Task/Reflection and Submission	Level 4		Teamwork
	Lead, co-facilitate educational effort alongside Wondry staff		Work with Wondry staff to co-facilitate educational empathy centered effort	Task/Reflection and Submission	Level 5		Leadership
DEFINE	General Understanding, onboarding for project/program		Complete pre-program survey/application or register for an event	Task	Level 1		Communication
	Training Session, attendance (in-person or virtual), project/program specific		Attend training session that includes problem definition	Task	Level 2		Career & Self Development, Critical Thinking
	Workshop, Attend and actively participate in workshop including problem definition		Write a 500 character reflection/explanation of workshop.	Task/Reflection	Level 3		Professionalism
	Apply Learning, ongoing collaboration within project/team meetings		Continue to actively participate and collaborate in team meetings around problem definition. Submit a copy of your miro board. Feel free	Task/Reflection and Submission	Level 4		Teamwork, Critical Thinking, Communication
	Deliverable, project specific (ownership)		Present your project (this can be visual, written, audio) to your project team. Write a 1000 character minimum reflection of how you have	Task/Reflection and Submission	Level 5		Communication, Critical Thinking, Professionalism
IDEATE	General Understanding, online resource/onboarding		Complete pre-program survey/application or register for an event	Task	Level 1		Communication
	Training Session, attendance (in-person or virtual), project/program specific		Attend training session that includes ideation	Task	Level 2		Communication, Career & Self Development, Critical Thinking
	Design Sprint (or Design Thinking Capabilities Building Event), participant engagement (internal/external w/industry par		Reflect on the Design Sprint experience in 1000 characters.	Task/Reflection	Level 3		Communication, Professionalism, Critical Thinking, Teamwork
	Design Sprint (or Design Thinking Capabilities Building Event), collaborator (increased responsibility/responsibility in the		Submit a photo of your ideation outputs (example miro, post-it notes)	Task/Reflection and Submission	Level 4		Communication, Professionalism, Critical Thinking, Teamwork
	Lead, co-facilitate design sprint or design thinking capacity building alongside Wondry staff		Co-facilitate Design Thinking capacity building event alongside Wondry staff. Reflect on the session you co-facilitated in a minimum of 1	Task/Reflection	Level 5		Communication, Professionalism, Critical Thinking, Teamwork, Leadership
PROTOTYPE	General Understanding, online resource/program attendance		Complete pre-program survey/application or register for an event	Task	Level 1		Communication
	Training Session, attendance (in-person or virtual), project/program specific		Attend training session that includes prototyping	Task	Level 2		Communication, Career & Self Development, Critical Thinking
	Lo-Fi Prototype Build, stopboard/prototype/planning/models/mock-up		Build prototypes to showcase understanding of the value of prototyping. Submit the wireframe of your prototype and explain your project	Task/Reflection and Submission	Level 3		Technology, Critical Thinking
	Conduct Live Prototyping (feasibility/validity of idea)		Submit your ideation outputs (miro/post-it notes). Explain the changes you made to this prototype in 1000 characters.	Task/Reflection and Submission	Level 4		Technology, Critical Thinking, Teamwork
	Deliverable, project specific (prototype/learning)		Reflect on prototype testing and submit deliverable. Reflect in a minimum of 4000 characters on how the prototyping process has impacted	Task/Reflection and Submission	Level 5		Professionalism, Critical Thinking, Communication
TEST	General Understanding, online resource		Complete pre-program survey/application or register for an event	Task	Level 1		Communication, Career & Self Development, Critical Thinking
	Training Session, attendance (in-person or virtual), project/program specific		Attend training session that explores idea testing	Task	Level 2		Communication, Career & Self Development, Critical Thinking
	Conduct user/interviews		Submit interview/observation/focus group transcript	Task/Reflection and Submission	Level 3		Communication, Equity & Inclusion, Professionalism, Technology
	Conduct user/AE testing		Reflect on changes made to prototype/program/process based on interviews in a minimum of 4000 characters.	Task/Reflection	Level 4		Communication, Equity & Inclusion, Professionalism, Technology
	Pinch deliverable		Pinch deliverable centered on acquired knowledge around idea testing process to Wondry staff members. Upload this deliverable and ref	Task/Reflection and Submission	Level 5		Communication, Professionalism, Critical Thinking, Teamwork, Leadership

Rubric for reviewing a badge request:

Relevance				
Level 1: Not Relevant	Level 2: Limited Relevance	Level 3: Moderately Relevant	Level 4: Highly Relevant	Level 5: Extremely Relevant
Description: The badge does not align with the goals, objectives, or skills required for the targeted audience or industry.	Description: The badge demonstrates partial alignment with the goals, objectives, or skills required for the targeted audience or industry.	Description: The badge shows satisfactory alignment with the goals, objectives, or skills required for the targeted audience or industry.	Description: The badge strongly aligns with the goals, objectives, or skills required for the targeted audience or industry.	Description: The badge precisely and comprehensively aligns with the goals, objectives, or skills required for the targeted audience or industry.

Rigor				
Level 1: Insufficient Rigor	Level 2: Limited Rigor	Level 3: Moderate Rigor	Level 4: High Rigor	Level 5: Exemplary Rigor
Description: The badge lacks a comprehensive and robust assessment process, or the content is not adequately challenging.	Description: The badge has some assessment components but lacks depth or fails to adequately challenge the participants.	Description: The badge includes a reasonably comprehensive and well-structured assessment process that challenges the participants appropriately.	Description: The badge incorporates a robust and thorough assessment process that provides a significant challenge to the participants.	Description: The badge includes an exceptionally rigorous assessment process that demands a high level of performance and mastery from the participants.

Credibility				
Level 1: Low Credibility	Level 2: Limited Credibility	Level 3: Moderate Credibility	Level 4: High Credibility	Level 5: Exceptional Credibility
Description: The badge lacks validation from recognized institutions, experts, or industry professionals, raising doubts about its quality and value.	Description: The badge has some validation from relevant sources but lacks substantial support from recognized institutions, experts, or industry professionals.	Description: The badge has sufficient validation from recognized institutions, experts, or industry professionals, indicating its credibility and value.	Description: The badge is widely supported and validated by recognized institutions, experts, or industry professionals, reinforcing its credibility and value.	Description: The badge enjoys the highest level of recognition and validation from renowned institutions, experts, or industry professionals, signifying its exceptional credibility and value.

Accessibility				
Level 1: Limited Accessibility	Level 2: Moderate Accessibility	Level 3: Adequate Accessibility	Level 4: High Accessibility	Level 5: Exceptional Accessibility
Description: The badge has significant barriers to access, such as restricted availability, or exclusive prerequisites.	Description: The badge has some barriers to access, but they are not excessively prohibitive, making it reasonably accessible to a wider audience.	Description: The badge is accessible to a diverse audience, with minimal barriers to access, ensuring a broad range of participants can benefit from it.	Description: The badge is highly accessible, with no significant barriers to access, making it available and attainable for a wide range of individuals.	Description: The badge demonstrates exceptional accessibility, being easily and readily available to all individuals without any barriers, ensuring inclusivity.