

INTRODUCING CHANGE

Pre-stage Checklist:

Change is an inevitable process and ranges from minor change to radical change, from short-term change to long-term change. In order to achieve successful change, it is important to keep its evolutionary nature in mind. Before initiating change, it is crucial to establish the current situation; i.e., where the involved parties are in terms of readiness for change. The following set of criteria aim to assist any one from classroom instructors to members of the administration interested in change; the criteria suggested below, however, are just that: suggestions.

Ideally, the response to each should be a \checkmark ; in reality, some answers will be an X or ?, which will show the researcher/change agent what may need to be done before or during the change process.

The first column indicates the 'Responsible Party', or whose main responsibility the criteria in that section are.

The second column lists the criteria.

The third column is where the responses are recorded. Use the following symbols to indicate the state of each criterion.

- \checkmark : This criterion has been met or exists; add an explanation as to how this criterion is met.
- X : This criterion has not been met or is non-existent; add an explanation as to what action needs to be taken.
- ? : This criterion has partially been met or you are unsure; add an explanation as to what the current state is & what needs to be done.

WHO	CRITERIA	If √ Describe how If X Describe action If ? Describe action
I N S T I T U T I O N	1. Everyone knows that it is the philosophy of the institution to go through change when there is a necessity.	
	2. The institution has a clear mission statement consistent with its institutional values.	
	3. Clearly defined job descriptions exist for the different responsibilities and positions of the staff.	
	4. The institution is committed to the systematic and continuous collection of data about its units. its staff. academic processes and outcomes.	<hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>
	5. The institution uses this data to improve the programs.	
	6. The institution has a supportive system to enable the attainment of the proposed change.	
	7. The institution encourages the participation of all members of the staff in the change process.	

WHO	CRITERIA	If √ Describe how If X Describe action If ? Describe action
C H A N G E A G E N T S	8. I have the ability and skills the desire to gather information necessary to initiate the change.	
	9. I have the ability and skills to gather information necessary to implement the change.	
	10. I can create a guiding coalition with my co-agents.	
	11. I can train & inform the staff about what is happening, why a change is required, how the process will be, and so on.	
	12. I can provide effective counseling and training for the proposed change.	
	13. I can use interpersonal skills effectively.	
	14. I have skills to address the emotions of the staff.	

WHO	CRITERIA	If √ Describe how If X Describe action If ? Describe action
I C N H S A T N I G T E U T A I G O N N T & S	15. In your institution, there is effective communication among the teachers. among the administrative units. between the teachers and the administrative units.	
	16. All information is communicated to all the staff all the time. on time.	
	17. The institution involves you in the decision making process about the change before it takes place.	
	18. There is an atmosphere of trust in your institution.	
	19. The institution attach importance to your feelings. ideas.	
	20. You feel motivated and enthusiastic as a member of your institution.	
	21. You believe that the change is beneficial to you.	

WHO	CRITERIA	If √ Describe how If X Describe action If ? Describe action
G E T I N G S T A R T E D	22. A needs and situation analysis has been conducted regarding the change issue.	
	23. You have had a study conducted to test the project strengths. weaknesses. threats. feasibility.
	24. You have determined who the change will affect. if the change will be gradual or immediate.
	25. You have planned ways to establish continuous communication with the staff through one-to-one meetings. the electronic media. written response.
	26. The topic of change has clearly been defined.	
	27. The overall aims of the change have been concretely defined.	

G E T I N G S T A R T E D	28. You have designed a detailed change process plan consisting of the purpose. the anticipated problems. the stages. the timing of the stages. the contingency plans. the short-term goals. the long-term goals.	
	29. The stages have been worded clearly.	
	30. The aims of each stage have been worded clearly.	
	31. You have designed ways to inform the staff about the anticipated problems.	
	32. You have devised solutions to these problems.	
	33. You are aware of your role/s during the change process.	
	34. You have planned for an orientation program including brief meetings. reading or reference materials. interviews. demos and workshops.	
	35. You have prepared a model for the process of change.	
	36. You have worked out a strategy to deal with disagreement.	
	37. You have devised strategies to help the stakeholders develop ownership.	
38. You have designed a set of formative criteria to collect feedback in order to		

	<p>make immediate adjustments. plan future adjustments.</p>	
	39. You have designed a set of summative criteria to assess the effectiveness of change.	

WHO	CRITERIA	If √ Describe how If X Describe action If ? Describe action
G E T I N G S T A R T E D	40. Everyone believes that the change is beneficial to them.	
	41. The basis for change has been explained to everyone.	
	42. Everyone is aware of their role during the change process.	
	43. Enough time has been allocated for the process.	
	44. You have been informed of the detailed change process plan consisting of	
	the purpose.	
	the anticipated problems.	
	the stages.	
	the timing of the stages.	
	the contingency plans.	
	the short-term goals.	
	45. You have been presented solutions to anticipated problems.	
	46. You are ready to participate in the change.	