

Activity for Initiative Workshop Nov. 19th

Introduction

The purpose of this activity is to become familiar with the process of developing an action plan to meet goals using draft/tentative strategies that your department/office might be interested in doing in the next 3-5 years. Filling out the form is not a commitment by the department/office to doing the strategies. However, these forms should be shared, discussed, revised and finalized for spring submission as part of the Program Planning and Budget process as part of implementing the Academic Master Plan (AMP). The forms used for the Program Planning and Budget process in Academic Affairs are under review for improvement and streamlining so that they include the implementation of AMP.

The four goals we are focusing on for this activity are:

- Recruit a diverse and highly qualified student body. (AMP Goal 2.1: student recruitment)
- Support strategies that enhance student persistence and retention. (AMP Goal 2.2: student persistence)
- Promote and support experiential learning, including undergraduate and graduate research, field work, internships, service learning, and other creative learning activities beyond the classroom, (AMP Goal 3.1: experimental learning)
- Recruit and retain a highly qualified and diverse faculty. (AMP Goal 4.1: faculty)

Questions to answer when developing an action plan are below. Develop an action plan for 1-2 strategies that address 1 or 2 goals:

1. What are we trying to do?
 - a. Which goal is the department addressing?
 - b. What will success look like for the department?
2. How are we planning to do it?
 - a. How will the department plan to do it?
 - b. What are the strategies and who is assigned responsibility for making sure each strategy is undertaken, assessed, and changed based on assessment?
 - c. Are others needed to carry out the strategy and if so, how will they interact with the leader of the strategy?
 - d. What is the cost of the strategy? Does this need to be part of the next budget request?
3. At any given moment, how will we know whether we are on track?
 - a. How will the department know whether it is on track with the goal at any given moment?
 - b. When will the results of the assessment be shared, reviewed and results used to make changes if necessary? What is the "routine", that is, when will the department systematically review the information to determine if any impact is being made on the goal and what changes to make?
4. If not on track, what are we going to do about it?
 - a. What possible shortcomings of the strategy can be identified at this point in the process?
 - b. How might the department respond to the shortcomings?
5. What help can the AMP committee provide? Are there others outside of the department whose assistance would be helpful?

Name: _____

Activity:

1. Identify strategies that you would like your department/office/committee to do to achieve one of the 4 AMP goals.
2. Which goals are they linked to, and what would be an approximate timeline for doing the strategies such as 2012-2012, 2014-2015, 2015-2016, etc.?

Table 1 Strategy linkage to Goal/Objective

Goal/Objective	Strategy	Approximate Timeline

3. For the strategies you would like to implement in 2013-2014, develop an action plan.

Action plan for Strategy: _____

1. Describe the strategy, if the name of the strategy needs further explanation:
2. Possible leader for the strategy:
3. Others needed to have a successful implementation and how will they interact with the leader?
4. Are additional resources needed and if so, provide information regarding the amount?
5. Assessment
 - a) What data will be collected and by the leader?
 - b) When will the data be reported and used for improvement?

c) What will success look like?

6. Identification of possible challenges with implementing this strategy?

7. What help can the AMP committee provide? Are there others outside of the department whose assistance would be helpful?