



Action Plan for College of Education and P-16 Integration

Team Name

Date: March 25, 2019

Framing your goals and objectives as S.M.A.R.T. goals (Specific, Measurable, Actionable, Realistic, and Time-bound) is a great way to ensure that your team is aligned and on-track.

1. Goal (S.M.A.R.T.): COMMUNICATION

Action Steps to Achieve Goal	Responsible Person	Timing	Metrics	Status
Bylaws will be revised to include a core value specifying that diverse opinions are encouraged and a process to voice dissenting perspectives is established.	College council	March 2020	Completed – updated bylaws	Not yet started
Draft a multidirectional, inclusive communication plan for faculty, staff and students that includes social media and a yearly survey to assess effectiveness. Pilot a preliminary multidirectional communication sharing mechanism.	Ad-hoc committee with representation of faculty, staff, leadership, and students	Establish committee Spring 2019 Pilot in Fall 2019 Approval by March 2020	Review and revise plan as needed	Not yet started

2. Goal (S.M.A.R.T.): COLLABORATION

Action Steps to Achieve Goal	Responsible Person	Timing	Metrics	Status
A schedule of standing meetings will be established at the beginning of every academic year led by program coordinators, including college meetings and teacher prep meetings with agendas and minutes.	Chairs and program coordinators	August 25, 2019	Published scheduled of meetings and meeting minutes with actions taken.	Not yet started

A minimum of one (1) social event per semester at the college college-level will be included in the schedule.	Dean and LT	Fall 2019	Yes/No Evaluate participation	Not yet started
Establish interdepartmental structures to promote collaboration in teaching, research and service.	Associate Deans	March 2020	Number of structures Number of collaborative projects resulting from the creation of systems/structures.	Not yet started

3. Goal (S.M.A.R.T.): FAIRNESS

Action Steps to Achieve Goal	Responsible Person	Timing	Metrics	Status
Bylaws will be revised to include a core value defining and operationalizing fairness being mindful of and specifying the factors that impact decisions including college needs based on available resources as well as faculty, staff and student needs	College Council	October 2019	Completed- Updated Bylaws	Not yet started
Specific initiatives will be identified to address fairness as defined by college faculty.	Ad-hoc Committee	March 2020	Draft, review, and revise initiatives as needed	Not yet started