Action Plan for (Department/College Name): College of Liberal Arts   **Date:**   March 2022

Select 2-3 areas of opportunities you want to focus on and identify goals and action steps to work toward your goals. Make sure that your action steps are within your area's control. If you have suggestions for your division leadership, please collect them on the last page and follow the chain of command to share those. If you have ideas you would like to share with institution leadership, please collect on the last page and share along with your action plans with your campus climate liaisons, as well as assigned division contact.

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. It will also help with progress reporting.

2021 results and recorded townhalls can be viewed on the campus climate website.
To review action plans and progress reports from the last survey, please visit: https://www.utrgv.edu/strategic-plan/strategic-initiatives/campus-climate/2018/action-plans/index.htm

Action plans are due December 2021. Progress Reports are due October 2022, and May 2023.

 Please contact your assigned campus climate liaison for questions.

Survey Dimensions:
Job Satisfaction/Support
Professional Development
Compensation, Benefits, & Work/Life Balance
Facilities
Policies, Resources, & Efficiency
Shared Governance
Pride
Supervisors/Department Chairs/Directors
Senior Leadership
Faculty, Administration, & Staff Relations
Communication
Collaboration
Respect & Appreciation

The University of Texas Rio Grande Valley

Area of Focus/Opportunity (Dimension):
1. **Goal (S.M.A.R.T.):** Information distributed and discussed as a COLLEGE (Transparency, Shared Governance & Communication)

Action Steps to Achieve Goal –FOCUS: Shared Governance & Communication	Responsible Person *(who will take the lead on this action step, who else is involved)*	Timing *(when, how often)*	Metrics/Indicators of Success *(how you measure progress, success, and completion)*	Status/Comments *(anticipated start date, date started, ongoing, completed, pending)*
COMMUNICATION Survey results sent to department chairs for sharing with the faculty & staff	CLA Dean	January 21, 2022	Completed/not completed	Done
COMMUNICATION / SHARED GOVERNANCE College level discussion of findings (both departmental and College)	CLA Dean's office	Begin January 27, 2022	College Level Administration Team	First plenary meeting conducted on March 29th
COMMUNICATION / SHARED GOVERNANCE Town Halls in BV and ED	CLA Dean's office	By end of April 2022	Completed/not completed	Contingent on public health concerns. We will **NOT** conduct them remotely.
SHARED GOVERNANCE / COLLABORATION College level discussion bodies	CLA Dean's office	Begin mid-February 2022	Completed/not completed	Consultative bodies are being constituted starting January 18th
COMMUNICATION / SHARED GOVERNANCE Town Hall / Meeting with Staff in BV & ED	Monica, Walter & Pamela	March and April, 2022	Completed/not	Contingent on public health concerns. We will **NOT** conduct them remotely.

FACILITIES / JOB SATISFACTION-SUPPORT / FACULTY, ADMINISTRATION & STAFF RELATIONS Determine improvement needs of the College and design reasonable plans and actions to do so. Based on input from Town Halls and consultative bodies.	Deans, Chairs, faculty and staff	Starting March, 2022	Reports on actions taken or changes made	In progress. First plenary Administration Team meeting took place March 29th. Staff event planned.

Area of Focus/Opportunity (Dimension): Department level analysis

2. Goal (S.M.A.R.T.):   Improve policies and communication

Action Steps to Achieve Goal – Improve Policies & Communication	Responsible Person *(who will take the lead on this action step, who else is involved)*	Timing *(when, how often*)	Metrics/Indicators of Success *(how you measure progress, success, and completion)*	Status/Comments *(anticipated start date, date started, ongoing, completed, pending)*
COMMUNICATION / SHARED GOVERNANCE Ongoing departmental level discussions, will report on plans and/or changes to be implemented—update policies at department level and submit for review	Chairs	Starting January 24, 2022. Completed by end of term.	Completed/not completed	Ongoing
JOB SATISFACTION-SUPPORT / FACULTY, ADMINISTRATION & STAFF RELATIONS / FACILITIES Determine improvement needs of each UNIT; what needs to improve, how can the CLA assist.?	Department chairs/directors of programs, faculty, staff and students	To be completed April/May 2022	Completed/not. Reports on actions taken or changes made	Pending
JOB SATISFACTION-SUPPORT / FACILITIES / FACULTY, ADMINISTRATION & STAFF RELATIONS Divide improvement needs into reasonable steps for implementation as described and for those over which the CLA and its units have control.	Department chairs/directors of programs, faculty, staff and students	Summer 2022	TBD	Pending

Area of Focus/Opportunity (Dimension): Transparency and Communication

3. Goal (S.M.A.R.T.): Policies, shared governance & communication

Action Steps to Achieve Goal: Policies, Shared Governance & Communication	Responsible Person *(who will take the lead on this action step, who else is involved)*	Timing *(when, how often)*	Metrics/Indicators of Success *(how you measure progress, success, and completion)*	Status/Comments *(anticipated start date, date started, ongoing, completed, pending)*
SHARED GOVERNANCE / POLICIES, RESOURCES, & EFFICIENCY / COMMUNICATION Obtain faculty approval of CLA Bylaws	CLA Dean's office	December 2021	Complete/Not Completed	Completed
SHARED GOVERNANCE / POLICIES, RESOURCES, & EFFICIENCY / COLLABORATION Establish faculty and student consultative bodies: - Executive Leadership Committee - College Administrative Team - Assessment Committee - Research & Engagement Committee - Student Scholarships & Awards Committee - Undergraduate Enhancement & Growth Committee - Graduate Enhancement & Growth Committee	CLA Dean's office, Chairs, and faculty	January 20, 2022 - February 15, 2022	Complete/Not Completed	Most completed.
COMMUNICATION / FACULTY, ADMINISTRATION & STAFF RELATIONS Improve direct communication from Dean's office with faculty and staff, including data sharing.	CLA Dean's office	Multiple direct messages throughout each term	Communications sent	Ongoing and continuous

Area of Focus/Opportunity (Dimension): Resources, compensation, policies and morale

4. Goal (S.M.A.R.T.): communication

Action Steps to Achieve Goal : Communication	Responsible Person *(who will take the lead on this action step, who else is involved)*	Timing *(when, how often)*	Metrics/Indicators of Success *(how you measure progress, success, and completion)*	Status/Comments *(anticipated start date, date started, ongoing, completed, pending)*
SUPERVISORS / DEPARTMENT CHAIRS / DIRECTORS RESPECT & APPRECIATION Transparently distribute majority of Summer incentive funds to departments	Dean's office	November 2021	Completed/Not completed	Completed 80% of $1.4M distributed to departments proportion to the summer SCH's each generated
POLICIES, RESOURCES & EFFICIENCY / SUPERVISORS/DEPARTMENT CHAIRS/DIRECTORS / COMMUNICATION Departmental distribution of funds be transparent, departments must report on how the use of Summer Incentive funds will be decided	Dean's office, Chairs, Faculty	January 31st 2022	Completed/Not completed	In progress
RESPECT & APPRECIATION / PROFESSIONAL DEVELOPMENT JOB SATISFACTION / SUPPORT, PRIDE Discuss and potentially develop College level faculty Award program	CLA Dean's office, Chairs, and faculty	Beginning February 1st 2022, for implementation in April	Completed/Not completed	In progress. Approved bylaws established The Student Scholarships & Awards Committee and will be charged with establishing the College level Awards
COMPENSATION, BENEFITS / WORK/LIFE BALANCE RESPECT & APPRECIATION Improve merit adjustment awards by converting them to a percentage of salary basis	CLA Dean's office, Chairs, and faculty	November 2021	Complete/Not completed	Mostly completed

POLICIES, RESOURCES & EFFICIENCY SUPERVISORS / DEPARTMENT CHAIRS / DIRECTORS FACULTY, ADMINISTRATION & STAFF RELATIONS Improve Annual Review process to provide better quality and more formative reviews	CLA Dean's office, Chairs, and faculty	Ongoing	Complete/Not completed	In progress

Reflection:

How do your goals support UTRGVs strategic plan and mission? How do your goals align with student success? How do they make a positive impact on the student experience?

1. improve shared governance within the College and to other units in order to implement efficient processes to enhance student, faculty, and administrative communication

   Our focus is on improved communication in both quality and quantity. Our approved bylaws provide multiple venues for doing so and the College of Liberal Arts leads the way in terms of information and data sharing.

2. update policies to be more in line with a research-intensive institution

   Departments and programs have been tasked with improving faculty evaluation policies to reflect this emphasis and are encouraged to use their summer incentive funding to better support faculty initiatives, including scholarship. Furthermore, we are in the process of creating a full-time, self-funded administrative position that will be tasked to provide administrative support for faculty researchers.

Division Leadership Ideas (if applicable):

1)
2)
3)

Institutional Leadership Ideas (if applicable):

1)
2)
3)