

Action Plan for (Department/College Name) Biology

Date: 12-8-21

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

Area of Focus/Opportunity (Dimension):

1. Goal (S.M.A.R.T.): **Develop a strategy to increase faculty/staff to meet department goals**

Action Steps to Achieve Goal	Responsible Person <i>(who will take the lead on this action step, who else is involved)</i>	Timing <i>(when, how often)</i>	Metrics/Indicators of Success <i>(how you measure progress, success, and completion)</i>	Status/Comments <i>(anticipated start date, date started, ongoing, completed, pending)</i>
Develop and approve a departmental strategic plan that identifies unit priorities and goals for the next 5 years. The strategic plan will include an identification of personnel needs based on the desired outcomes.	Department Chair-lead; various departmental committees, the department as a whole	The document will be developed and modified over the course of 9 months.	A University approved document, vetted by the COS Dean and Biology Department	Ongoing expected completion spring 2022
Implement strategic plan strategies related to the identification of personnel needs.	Department Chair-lead; Various departmental committees; the department as a whole	Meeting will be every month, data collection if needed will be on semester basis	Data presented to the department on student number, course size and growth potential. Used to determine personnel needs	ongoing

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Area of Focus/Opportunity (Dimension):

2. Goal (S.M.A.R.T.): **Communication/Develop departmental practices to improve shared governance**

Action Steps to Achieve Goal	Responsible Person <i>(who will take the lead on this action step, who else is involved)</i>	Timing <i>(when, how often)</i>	Metrics/Indicators of Success <i>(how you measure progress, success, and completion)</i>	Status/Comments <i>(anticipated start date, date started, ongoing, completed, pending)</i>
Reorganization of Departmental committees that facilitate increased faculty participation, information and idea sharing.	Department Chair- lead; Biology department decides.	Several department meetings and email communication over a few months	Establish new/revised list of department committees.	Completed Dec 2021
Reorganized Departmental committees will develop polices for governance and how they participate with the departmental unit.	Committee Chairs will take lead. Inform the Dept Chair, Dept Chair distribute to department for feedback and vote.	2 months, timeline spring 2022	Documented committee policies and an updated Biology bylaws	Start date Jan 2022, completion May 2022

3. Goal (S.M.A.R.T.): **Communication/Develop departmental practices that improve communication with senior leadership**

Action Steps to Achieve Goal	Responsible Person (<i>who will take the lead on this action step, who else is involved</i>)	Timing (<i>when, how often</i>)	Metrics/Indicators of Success (<i>how you measure progress, success, and completion</i>)	Status/Comments (<i>anticipated start date, date started, ongoing, completed, pending</i>)
Identify key university issues the department would like express to upper administration	Department Chair-lead; solicit ideas from committees. Present ideas to department, department creates a list	Initially once, then revisited every year or as needed	A list of key university issues	ongoing
Identify senior leadership to speak with the department. Allow department to express their concerns.	Department will identify individuals. Chair will invite to participate in department meetings.	As needed, at least once or twice a semester.	A list of senior leadership	Start date Jan 2022.

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