

Action Plan for (Department/College Name) SMSS

Date: 12/03/2021

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): Communication

1. Goal (S.M.A.R.T.): Improve transparency in communication

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>
Augment unit communication with a Microsoft Teams discussion board that will facilitate discussion of SMSS initiatives.	SMSS Director	Ongoing	The SMSS director will request feedback from faculty to determine if this has improved transparency and invite feedback for more effective ways to facilitate asynchronous broad unit discussions.	Ongoing

Area of Focus/Opportunity (Dimension): UTRGV Custom Statements (Supporting multi-campus course delivery)

2. Goal (S.M.A.R.T.): Improve classroom technology infrastructure on both campuses

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>
Request a dedicated IT person for the SMSS or College of Education to respond quickly to classroom technology issues.	SMSS Director	Request will be made in Fall 2021	The action step will be complete if a dedicated IT person is assigned. The SMSS will request feedback from faculty to determine if this has improved classroom technology.	Ongoing

Area of Focus/Opportunity (Dimension): Respect and Appreciation

3. Goal (S.M.A.R.T.): Improve transparency in award selection

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>
Improve transparency in award selection processes through brief but constructive feedback on the merits of award applications for the SMSS Teaching Excellence Award.	Chair of SMSS Teaching Excellence Award Committee	Each spring semester	The Chair of the SMSS Teaching Excellence Award committee will request feedback from applicants to determine if this has improved transparency in award selection and invite feedback from applicants for further improvements.	Ongoing

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?

Improvements in unit communication will be made without requiring faculty to attend additional meetings. Discussion will take place via Microsoft Teams to allow each member to contribute ideas without additional expectations on their time. Regular department meetings will still take place. The MS Team group will open an additional channel to allow information to be transparently discussed without filling inboxes with CC'd emails.

Improvements to classroom technology are critically needed. Faculty report that IT tickets for classrooms service requests are taking too long to resolve. Dedicated IT personnel will improve the response time to classroom IT requests. This will improve student experience by ensuring that the technology required to share remote content is in working order.

Improving the transparency of the SMSS teaching award process will increase confidence that the awards are being made fairly and provide faculty with concrete information that they can use to improve their teaching strategies, making it more likely that they will receive the award in the future. The feedback will result in continuous improvement and communication of innovative teaching strategies. The widespread use of effective pedagogy will improve student learning.

Division Leadership Ideas (if applicable):

- 1)
- 2)
- 3)

Institutional Leadership Ideas (if applicable):

- 1)
- 2)
- 3)