

Action Plan for (Department/College Name) College of Sciences

Date: 11/30/21

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): COMMUNICATION

1. Goal (S.M.A.R.T.): Increase frequency of communication between College and faculty/staff

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>
Hold regular town halls	Dean/Senior Associate Dean	1x per semester	Completion of town halls	First ones being held Feb 18 (BRW) and Feb 25 (ED)

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

2. Goal (S.M.A.R.T.): Create meaningful recognition and awards programs

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 favored recognition/awards “currency” via faculty survey	Dean/Senior Associate Dean	Spring 2022 semester	Survey analysis	Spring 2022
Host annual events (End of year/thesis, Convocation and awards, student research symposium, winter holiday event)	Dean/Senior Associate Dean/Associate Deans	Throughout the year	Completion of events	Spring 2022

Area of Focus/Opportunity (Dimension): Pride

3. Goal (S.M.A.R.T.): Create a special culture in the College

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>
Create a calendar of events	Dean/Senior Associate Dean	1x per year	Creation of calendar	Draft in February
Host annual events (End of year/thesis, Convocation and awards, student research symposium, winter holiday event)	Dean/Senior Associate Dean/Associate Deans	Throughout the year	Completion of events	Spring 2022

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?

Division Leadership Ideas (if applicable):

- 1)
- 2)
- 3)

Institutional Leadership Ideas (if applicable):

- 1)
- 2)
- 3)