

Action Plan for Department of Theatre

Date: March 26, 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.):

Action Steps to Achieve Goal	Responsible Person	Timing	Metrics	Status
To facilitate interdepartmental communication, research, teaching, and service, a faculty/staff luncheon will be scheduled on a monthly basis. Locations to agreed upon by general feedback/vote.	David Carren, interim chair	Monthly with dates TBD	Survey to see if faculty/staff feels that the luncheon has improved communication	Will initiate in April

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

Action Steps to Achieve Goal	Responsible Person	Timing	Metrics	Status
<p>Advertising and marketing of productions must be properly coordinated between staff, faculty, and administration. To accomplish this, a work-study will be hired for box office and a staff position reorganized. Social Media advertising (Facebook, Twitter, etc.) will be addressed with this hire. This would be designed to ameliorate the low percentage numbers in certain categories listed within Collaboration, UTRGV Custom Statements (as relates to technological infrastructure,) and Faculty, Administrative, and Staff Relations.</p>	<p>David Carren, interim Chair in conjunction with COFA Dean's office and box office.</p>	<p>In process this semester, Spring 2019.</p>	<p>Increase in advertisement revenue from prior AY to current AY.</p>	<p>In work.</p>

--	--	--	--	--

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

Action Steps to Achieve Goal	Responsible Person	Timing	Metrics	Status
To identify and secure additional sources of funding for productions, a grants and subsidies committee will be formed. This would be designed to ameliorate the low percentage numbers in certain categories listed within Job Satisfaction, Professional Development, and Facilities, Police Resources, and Efficiencies.	Department Chair will meet with faculty and a committee will be organized. Committee will then select chair. This body will coordinate their activities with the university's development office's Cecilia Johnson.	Committee will be organized this semester, Fall, 2019.	Faculty will agree on a set of goals toward number of grants submitted, revenue sources contacted and track results from this next AY to the following AY.	Should be in place Spring, 2019.

The University of Texas
Rio Grande Valley