



# Action Planning Guidance

Congratulations! You have completed the first two phases of program review: the self-study and the site visit. These should have provided you with opportunities to reflect on the strengths of your program and possibilities for its improvement. Now it is time to take some of the lessons learned and transform them into achievable ambitions for your program(s) as expressed in a strategic action plan.

The action plan should be mission-driven, strengths-based, and forward-leaning; it should be grounded in a clear sense of shared purpose, addressing concerns but not limited to them, and informed by your aspirations for the program during the next stage in its development.

The action plan template provided here is a model that you can change to meet your needs. Feel free to include more detail, add columns, split cells, and more, if it will contribute to the improvement of the department or program. Provide hyperlinks to other material of importance to your plan (e.g. websites, documents), but try to make sure the links will not go away. Having appropriate hyperlinked materials in something like a OneDrive folder may be helpful.

## How to Complete the Template

Please reach out to Academic Programs and Planning (APP) if you need assistance or guidance with any of the steps below. We are here to support you.

1. Start by including the mission statement (i.e., the present purpose) of the department/program.
2. Determine the department/program's strategic priorities (i.e., where you want to be in five to seven years). The length of the plan will normally be seven (7) years unless you have an accrediting body with a different timeline for review.
3. For each priority, identify indicators/metrics (what success will look like for a particular priority).
4. Determine goals (specific aspects of that vision to be accomplished, whether large or small). For each goal, identify:
  - a. Related action items (concrete steps for achieving your goals).
  - b. Any resources that will be necessary to achieve the goals.
  - c. The targeted completion date for achieving each goal.
5. At the end of the template, identify any issues or improvement items that emerged during the program review and identify the source — self-study, reviewers report, faculty discussion, etc. — location if appropriate. This is an opportunity to indicate how you plan to respond to these issues. In some cases, no action will be taken. In these situations, explain why — budgetary insufficiency, logistical reasons, unattainable staffing needs, etc.

## Action Planning Meeting

Upon completion of your draft plan an action plan meeting will take place where the faculty, head/chair, associate dean, dean, and representatives of APP will discuss the plan.

## Annual Updates

1. Each year you should revisit your action plan and provide a brief update on the progress made toward achieving each strategic priority.
2. If you have not accomplished a goal by a target date, please provide a comment explaining the status of progress toward that goal.

**SAMPLE Strategic Priority:**

Foster diversity, equity, and inclusion for students, staff, and faculty in the department.

**SAMPLE Indicators/Metrics:**

We will use the department's diversity plan to measure and track progress, annual census numbers from Institutional Research; new DLO mapping; produce new videos, speaker spreadsheet; attendance at events.

**SAMPLE Goals and Action Items:**

Note: the broad selection of examples provided below are not all related to the above strategic priority, but they give a sense of the variety of items departments may use in developing action items.

	<b>Goals</b>	<b>Action Items</b>	<b>Resource Implications</b>	<b>Timeframe of Completion</b>
<b>1</b>	Improve academic advising	i. Assign each student to a faculty advisor  ii. Add 1-unit orientation course for freshmen	Existing faculty and support staff will complete.	AY 20-21
<b>2</b>	Create action plan for assessment plan	Create targeted milestones and/or completion dates for each assessment measure on the Assessment Plan.	Existing faculty and support staff will complete with assistance from APP	AY 20-21
<b>3</b>	Update program minor	Submit revised minor to regular curriculum review cycle. Explore creating a new minor.	Existing faculty and support staff will complete	AY 22-23
<b>4</b>	Engage in PLO mapping	Map ULOs to PLOs to CLOs  Ensure consistency in CLOs for the same course	Faculty will engage in PLOs mapping to strengthen PLOs, ensure PLOs are being met, and reduce redundancy across courses.	AY 23-34
<b>5</b>	Incorporate Diversity Learning Objectives (DLOs) and department's diversity statement into the curriculum	Monitor course syllabi to ensure they include the department's diversity statement.  Align university's DLOs with course learning outcomes (CLOs) in courses where DLOs are appropriately taught.  Track and promote diversity among guest speakers in classes.	Faculty submit course syllabi and ASA collects and compiles them. Department's Diversity Committee chair institutes review.  Diversity committee initiates during curriculum CLO review  Faculty submit names and details of speakers on department spreadsheet. ASA maintains spreadsheet.	Fall 2020  Fall 2022  Ongoing – throughout each quarter
<b>6</b>	Identify what current professionals see as necessary values and skills for the future	Design alumni/industry survey to gather actionable information. (Tracks or not?)	Program Curriculum Committee develops survey with input/approval from faculty	Fall 2020