Student Affairs Multicultural Organizational Development Implementation Team

Three Year Action Plan

2013-16
Student Affairs will serve as a model of equity, inclusion and collaboration by:

a. Ensuring that all Division staff and the majority of the University community understand the essential functions of Student Affairs.

b. Systematically evaluating programs, projects and services to ensure that collaboration is embedded.

c. Systematically evaluating programs, projects and services to ensure that they meet the goals of the multicultural organizational development plan of the Division.
   i. Integrate assessment of multicultural competence and collaboration into all employee evaluations.
   ii. Integrate principles of equity and inclusion into program priorities.
MCOD Implementation Team
Three-Year Action Plan
Strategies for Advancing the Student Affairs Strategic Plan Goals
2013-2016

2013-14

I. Cultural Snapshot
   A. Complete Cultural Snapshot Phase 3
      1. Plan and implement a September 2013 multicultural workshop/Cultural Snapshot progress session for Inclusion Change Teams and other Student Affairs staff members
         a. Collaborate with University Housing to bring workshop presenter/facilitator
         b. Facilitate opportunity for Inclusion Change Teams to share their progress, accomplishments, and plans for the next year
      2. Guide departments through process of implementing strategies identified in Phase Two reports, including reporting progress to MCOD Team
      3. Work with Director of Research and Assessment to update Cultural Snapshot Survey prior to Year Two re-administration

II. New Employee/MCOD Orientation
   A. Implement and assess two Student Affairs New Employee/MCOD Orientation Sessions (Fall and Spring term)
      1. Review feedback from previous orientation sessions and continue to make improvements to the program
      2. Work with Director of Student Affairs Assessment and Research to develop learning outcomes for the orientation program and an instrument for program evaluation and to measure outcomes
      3. Report results of program evaluation and outcome measure to Vice-President for Student Affairs and SALT subsequent to each program and provide annual report of cumulative data from 2013-16.

III. Returning Employee/MCOD Orientation
   A. Develop, implement, and assess one Fall term Student Affairs/MCOD orientation program for staff members who have never attended a new employee orientation with content appropriate for returning employees (e.g., vision and goals from VP, MCOD concepts)
      1. Identify which SA staff members have already attended an orientation session in the past three years in order to target invitations to staff members who have not attended
2. Work with Director of Student Affairs Assessment and Research to develop learning outcomes for the orientation program and an instrument for program evaluation and to measure outcomes

3. Report results of program evaluation and outcome measure to Vice-President for Student Affairs and SALT subsequent to the orientation sessions and provide annual report of cumulative data September 2013-August 2016

**IV. MCOD Professional Development Workshops**

A. In coordination with Student Affairs departments, implement 2 professional development workshops (one Winter, one Spring term) focused on incorporating issues of diversity, equity and inclusion into functional aspects of job roles (e.g., recruitment and hiring, front line student service/customer service, marketing, manager/supervisor responsibilities)

1. Workshop Topics
   a. Winter term professional development topic TBA
   b. Spring term professional development - collaborate with Career Center to implement professional development for supervisors of student employees

2. Work with Director of Student Affairs Assessment and Research to develop learning outcomes for the professional development workshops and an instrument for program evaluation and to measure outcomes

3. Report results of program evaluation and outcome measure to Vice-President for Student Affairs and SALT subsequent to the professional development workshops and provide annual report of cumulative data from 2013-16

**V. Web Presence**

A. Improve web presence of Student Affairs MCOD

1. Work with Director of Strategic Communication and Marketing to develop section of Student Affairs and VPSA websites dedicated to MCOD

2. Develop Recruitment and Hiring resource bank (templates for position descriptions, supplemental questions, interview questions, etc. focused on examples that best incorporate diversity, equity, and inclusion)

3. Develop information about how to use MCOD Team for consultation regarding multicultural organizational development issues

**2014-15**

1. **Cultural Snapshot**

   A. Begin new and more streamlined Cultural Snapshot process

   1. Each department identifies new Inclusion Change Team with 2-4 members returning from previous Inclusion Change Teams and the remainder of Team comprising new members
2. Plan and implement September 2014 multicultural workshop/cultural snapshot progress session for previous and new Inclusion Change Teams and other Student Affairs staff
   a. Coordinate with a Student Affairs department to fund and bring a presenter/facilitator for September workshop
   b. Facilitate opportunity for Inclusion Change Teams to share what strategies they implemented in the past year
   c. Inform new Inclusion Change Teams about process and timelines for Cultural Snapshot

3. Re-administer SA Cultural Snapshot Survey and distribute results to division leadership and departments

4. Guide departments through a quicker three-phase Cultural Snapshot (assessment of current status, gap analysis and identify strategies to implement, implement strategies)

II. New Employee/MCOD Orientation
   A. Implement and assess two New Employee/MCOD Orientation sessions (Fall and Spring)
   B. Report results of program evaluation and outcome measure to Vice-President for Student Affairs and SALT subsequent to each program and provide annual report of cumulative data from 2013-16

III. Returning Employee/MCOD Orientation
   A. Implement and assess one Fall or Winter term Student Affairs/MCOD orientation program for staff members who have never attended a new employee orientation with content appropriate for returning employees
   0. Identify which SA staff members have already attended a new or returning employee orientation in order to target invitations to staff members who have not attended
   1. Report results of program evaluation and outcome measure to Vice-President for Student Affairs and SALT subsequent to the orientation session and provide annual report of cumulative data from 2013-16

IV. MCOD Professional Development Workshops
   A. In coordination with Student Affairs departments, implement 2 professional development workshops (one Fall, one Spring term) focused on incorporating issues of diversity, equity and inclusion into functional aspects of job roles (e.g., recruitment and hiring, front line student service/customer service, marketing, manager/supervisor responsibilities)
   1. Workshop Topics
a. Fall term - collaborate with Career Center to implement a workshop geared toward student employees
b. Spring term workshop topic TBA

B. Report results of program evaluation and outcome measure to Vice-President for Student Affairs and SALT subsequent to the professional development workshops and provide annual report of cumulative data from 2013-16

V. Web Presence

A. Continue to improve web presence of Student Affairs MCOD and use web to provide resources for Student Affairs staff on topics related to equity and inclusion

2015-16

I. Cultural Snapshot

A. Continue and/or complete Cultural Snapshot Process

1. Plan and implement September 2015 multicultural workshop/cultural snapshot progress session for department Inclusion Change Teams and other Student Affairs staff

a. Coordinate with a Student Affairs department to fund and bring a presenter/facilitator for September workshop

b. Facilitate opportunity for Inclusion Change Teams to share progress from previous year

17. Report progress from Cultural Snapshot process to SALT and division staff

II. New Employee/MCOD Orientation

A. Implement and assess two New Employee/MCOD Orientation sessions (Fall and Spring)

B. Report results of program evaluation and outcome measure to Vice-President for Student Affairs and SALT subsequent to each program and provide annual report of cumulative data from 2013-16

III. Returning Employee/MCOD Orientation

A. Implement and assess one Fall or Winter term Student Affairs/MCOD orientation program for staff members who have never attended a new employee orientation with content appropriate for returning employees

1. Identify which SA staff members have already attended a new or returning orientation session in order to target invitations to staff members who have not attended

2. Report results of program evaluation and outcome measure to Vice-President for Student Affairs and SALT subsequent to the orientation session and provide annual report of cumulative data from 2013-16
IV. MCOD Professional Development Workshops

A. In coordination with Student Affairs departments, implement 2 professional development workshops (one Fall, one Spring term) focused on incorporating issues of diversity, equity and inclusion into functional aspects of job roles (e.g., recruitment and hiring, front line student service/customer service, marketing, manager/supervisor responsibilities)
   1. Professional Development Topics TBA

B. Report results of program evaluation and outcome measure to Vice-President for Student Affairs and SALT subsequent to the professional development workshops and provide annual report of cumulative data from 2013-16

V. Web Presence

1. Continue to improve web presence of Student Affairs MCOD and use web to provide resources for Student Affairs staff on topics related to diversity, equity and inclusion

VI. Review Progress

A. Review progress of current three-year action plan and develop new 2-3 year action plan.