

Thayne Center for Service & Learning | Program Review Action Plan

Submitted: April 2013
3-month report: July 2013
6-month report: October 2013
1st Annual Report: April 2014



Creating this document:

This Action Plan is considered a working document and as such, it is in constant evolution. To create the initial framework, Gail Jessen reviewed the Phase I Self-study and the Phase II Site Review Team Report and created an initial hit list of recommendations and goals. All Thayne Center staff then reviewed the list and had the chance to add or amend the goals. All staff met at a strategic planning retreat on 03/22, where we completed this document collaboratively. Lucy Smith, our new Service-Learning Coordinator, began work on 04/01; however she attended our planning retreat and contributed to this document. Particularly in Lucy's case, but with all staff, this Action Plan is a working document. We have three primary progress reporting periods, listed above. In and amongst those, staff meet 1x1 with Gail, in Thayne Center staff project management teams, and with appropriate stakeholders/team members necessary to get the work done.

Utilizing this document:

In Program Review Phase III, create short-term (ST) and long-term (LT) goals based on the self-study report, site visit report, and subsequent meetings with College administration. Short-term goals take up to six months to complete, while long-term goals take one or more years to complete (some goals may not even start until one or two years after Program Review because they require the completion of other prerequisite goals). Report on progress within six months (10/01/2013) and then each year (04/2014, 2015, 2016, 2017) as part of your Annual Assessment Report. Our next schedule comprehensive Program Review is 2018.

Key to Abbreviations:

AR: America Reads – Lead: Lynne McCue-Hamilton (LMH)
ASB: Alternative Spring Break – Lead: Linnie Spor (LSP)
CES: Civically Engaged Scholars – Lead: Sean Crossland (SC)
CPO: Community Partner Outreach – Lead: Sean Crossland (SC)
IR: Information & Referral Services – Lead: Lesa Bird (LB)
SL: Service-Learning – Lead: Lucy Smith (LS)
SLICE: Student Leaders in Civic Engagement – Lead: Linnie Spor (LSP)

IVM Institutionalization of Vision & Mission: Director: Gail Jessen (GJ)

America Reads Community Work-study

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
AR: Ongoing strategic taskforce meetings with Financial Aid	LT	Lead: LMH Team: GJ, LB Plan: - Gail will set up initial meeting with Cristi Millard, Amanda Jacobsen, and Kymm Owens. - Lynne, with help from LB, will write up agenda listing all of the questions, concerns, issues, and action plans that have come out of program review. - Goal is to have this initial meeting turn into regular meetings with financial aid.	<i>July 2013</i>	
AR: Hire a dedicated Financial Aid employee to coordinator work-study, i.e. federal Job Location & Development funding	LT	We have no direct control over this decision, but GJ will advocate the need for such a position.	<i>Ongoing in strategic planning meetings.</i>	
AR: Structure the program to allow non-work-study students to volunteer as tutors	ST LT	Lead: LMH Team: SC, LB Plan: - Create contract for non work-study students - Brainstorm target departments whose students would benefit from volunteering as an America Reads Tutor - Research DDSLSP for funds to pay for volunteer America Reads tutors’ background checks and mileage - Advertise and speak in classes - Place Volunteer AR tutors	<i>July 2013</i> <i>October 2013 - April 2014</i>	
AR: Structure the program to allow nonprofits to participate as placement sites for work-study students	ST LT	Lead: LMH Team: SC, LB Plan: - Research Federal Guidelines, have plan for nonprofit paying, etc. - Get written agreement from Financial Aid to allow this structure	<i>July 2013</i>	

		<ul style="list-style-type: none"> - Offer Level 3 community partners this option, getting from the interested nonprofit(s) a list of skills and needs for placement - Establish contracts and implement 	<p style="text-align: right;"><i>October 2013</i></p>	
AR: Find out how UofU AR program is structured. How is their Coordinator paid? Funds for program? How are AR tutors paid? Are they hired through HR as part time employees? How is Job Location and Development (JLD) money used?	ST LT	<p>Lead: LMH</p> <p>Plan:</p> <ul style="list-style-type: none"> - Gather University of Utah America Reads structure information - Prepare and bring this information to the Financial Aid meeting 	<p style="text-align: right;"><i>July 2013</i></p>	
AR: Set up all FA13 and SP14 orientations, trainings, and contracts with schools. (sometimes Principals will not sign until August, so try for June.)	ST	<p>Lead: LMH</p> <p>Plan:</p> <ul style="list-style-type: none"> - Look at last year's schedule and add or eliminate as needed - Have orientations and trainings set up each month for last minute Financial Aid awards given - Schedule rooms - Get returning tutors to help 	<p style="text-align: right;"><i>July 2013</i></p>	
AR: Will AR need to leave Whittier with their loss of funding? Contact new school? Contact Westvale? Would UofU AR be open to SLCC AR tutors at their sites? What would that entail as far as contracts, etc?	ST	<p>Lead: LMH</p> <p>Plan:</p> <ul style="list-style-type: none"> - Contact VP at Whittier and let her know we need some kind of commitment by 7/13. - Contact Westvale and David Gourley, re: coordinators, rooms, and literacy program. How stable are they for fall 2013? - Contact district about literacy programs that fit our contractual requirements. - Have two new placements for students no later than 10/13 if Whittier cannot comply. 	<p style="text-align: right;"><i>July 2013</i></p> <p style="text-align: right;"><i>October 2013</i></p>	

Alternative Spring Break

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
ASB: Continue to provide ADA accessible trip, and explore additional ADA trips locally	ST	Lead: LSP Team: SC, Steven Lewis, Candida Darling Plan: - Set up a planning meeting to discuss local organizations that have accessible volunteer opportunities - Create a second accessible in-state trip and offer it in the regular cycle of ASB applications and orientations	July 2013 October 2013	
ASB: Explicitly state the learning focus of the program	ST	Lead: LSP Team: Gail, Curt, and Steven Plan: - Review revised TC mission and new departmental learning outcomes - Create a statement that incorporates TC mission and ASB learning outcomes - Update website to reflect this focus - Create a theme for each ASB trip	July 2013 October 2013	
ASB: Create steering committee of stakeholders tasked with expanding the program	ST LT	GJ creates and kicks it off with Curt Lead: LSP maintains and chairs Team: Abio, Steven, Jon Glenn, Tatiana Burton, and possibly Kate Maxwell Stevens. Plan: - Attend kick off meeting with Gail, Abio, and Curt (03/29) - Determine appropriate committee members (03/29) - Establish monthly meeting with ASB Steering Committee	July 2013	
ASB: Create one additional out-of-state trip and one additional in-state trip	ST LT	Lead: LSP Team: Abio, ASB Steering Committee Plan: - Review BreakAway website for location ideas - Contact other Utah colleges and research their offerings	July 2013	

		<ul style="list-style-type: none"> - Use recommendations from ASB Steering Committee - Offer new trips in the normal cycle of 2014 ASB 	<i>October 2013</i>	
ASB: Create local SLC service events over fall break	ST LT	Lead: LSP Team: Abio, SC, Thayne Center Alumni, key SL faculty (possibly) Plan: <ul style="list-style-type: none"> - Involve ASB alumni in the planning of fall break - Create a theme for fall break. Possible ideas would be food production/security or housing issues - Establish program structure and advertise as soon as fall semester starts 	<i>July 2013</i>	
ASB: Engage ASB Alumni to generate resources and support for the expanding program	ST LT	Lead: LSP Team: Thayne Center Alumni Plan: <ul style="list-style-type: none"> - Include ASB alumni on the Steering Committee - Work with Steering Committee to create an alumni outreach and marketing plan - Work with Steering Committee to involve alumni in planning and hosting the local fall break trip 	<i>July 2013</i>	
ASB: Create a Trip Advisor program, including rotation cycles, training, manuals, and assessment planning	ST LT	Lead: LSP Team: Abio Plan:	<i>October 2013</i>	
ASB: Expand program to (possibly) include Health & Wellness Services, Multicultural Initiatives, etc.	LT	Lead: LSP Team: LSP, LS, Abio, Tatiana Burton, Will Unga Plan: <ul style="list-style-type: none"> - Explore ways to collaborate with other Student Service departments to fund and offer more trips - Include faculty, where applicable, through Lucy 	<i>April 2014</i>	
ASB: Create a showcase event	LT	Lead: LSP Team: Abio, trip advisors		

to highlight the service and learning of ASB participants

Plan:
- Possibly combine with other TC showcase events?

April 2014

Civically Engaged Scholars

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
CES: Improve intentionality of the program and create a cohort model for student engagement, i.e. Bonner Leaders could be a model	ST	Lead: SC Plan: - Research program structures at other Utah institutions - Research Bonner Leaders and other national models - Revise program description to include cohort model structures and minimum requirements to stay active in the program - Stay on top of larger Gen Ed conversation that may alter the structure of CES (GJ)	July 2013 Ongoing	
CES: Partner with Engaged Dpt faculty to ensure students understand the CES program	ST LT	Lead: LS Team: SC Plan: - Schedule bi-monthly meetings with LS + SC. - Meet with OTA Faculty and/or visit classes - Speak at Health Sciences Orientation	July 2013 OTA Faculty October 2013 HS Orientation	
CES: Expand the number of CES by increasing the number of Engaged Dpts	LT	Lead: LS Team: SC Plan: - Hold bi-monthly meetings with LS + SC - Gather success stories from OTA - Continue working with English Dpt, in the process of becoming an Engaged Dpt	Ongoing April 2014	
CES: Promote program at New Student Orientation and other Student Services events	ST LT	Lead: SC Team: LB, LMH, Student Life & Leadership Plan: - Research all campus outreach events - Schedule out six months of orientations, SLL meetings, class visits, ICA, etc.	July 2013	
CES: Maintain accurate program files, including timesheets, reflections, transcripts, and all required documentation for graduation	ST LT	Lead: LMH Team: SC Plan: - Identify all necessary information to be tracked	July 2013	

		- Create single spreadsheet to serve as master list (contingent on new program description being complete)		
CES: Find meaningful use for leftover scholarship fund, identify possible long term scholarship/funding opportunities	ST LT	Lead: SC Plan: - Work leftover funding into new program structure - Create all necessary program materials to utilize the money (i.e. student apps, etc.) - Find additional funding for ongoing scholarship, waiver, stipend, etc. for program (Consider DDSLSP (GJ))	<i>July 2013</i> <i>April 2014</i>	
CES: Integrate new tracking systems, based on conversations with Ryan Carstens and Nate Southerland	LT	- As we develop automated tracking systems for the Gen Ed SLO Community Engagement, make sure the program is in alignment	<i>Ongoing</i>	

Community Partner Outreach

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
CPO: Include academic leadership in discussions with community partners	ST LT	Lead: SC Team: GJ, LS Plan: - Invite LS to all Community Advisory Board meetings - Invite other SL faculty as appropriate. - Consider Jen Seltzer-Stitt and/or Ryan Carstens for inclusion on Community Advisory Board - Discuss possible career/ volunteer fair with Student Employment and Academic Advising	July 2013 October 2013	
CPO: Expand social media empire, primarily Facebook, Blogger, and YouTube	ST LT	Lead: SC Team: All TC staff, ALL TC programs Plan: - Fully implement existing Social Media Strategy - Establish monthly reporting system to track and post information from all TC programs and student groups (identify # of posts required per program)	October 2013	
CPO: Create and promote monthly newsletter	ST LT	Lead: SC - Include newsletter in Social Media Strategy	July 2013	
CPO: Fully implement and enforce OrgSync listings for partner organizations	ST LT	Lead: SC Plan: - In next round of re-signing community partners, organizations will not be considered resigned until OrgSync profile is complete. - If not complete by end of signing period (July 31) will be removed from database. - Find a way to offer ongoing trainings or tech support (i.e. YouTube screenshot videos, navigation document/handout)	Plan developed: July 2013 Fully implemented: October 2013 100% of signed CPs with completed profile: October 2013	
CPO: Host semi-annual	ST	Lead: SC	Proposal: July 2013	

networking breakfast	LT	Team: ACE? Plan: - Write proposal for funding to Arts & Cultural Events		
CPO: Create and host annual on-campus Volunteer Fair, consider partnering with a career fair	ST LT	Lead: SC Team: Academic Advising, Student Employment, Community Advisory Board Plan: - Meet and discuss possibility of combining - If no, develop stand alone fair	<i>Meeting: July 2013</i> <i>Fair to be held no later than April 2014</i>	
CPO: Create short YouTube videos for every Level 2 and 3 community partner	ST LT	Lead: SC Team: OCSE and/or Work-study Plan: - Schedule 1-2 visits per month with L2 + L3 partners to create short 90 second YouTube videos - Hire work study with interest/ability in film	<i>Ongoing</i> <i>October 2013</i>	
CPO: Coordinate presentations to SLICE, CES, ICA, etc.	ST LT	Lead: SC Team: LB, LSP, LMH, SLL Plan: - Identify Level 3 Partners to present to SLICE or host SLICE events (LSP) - Plan 1-2 visits to ICA per semester (SLL) - Coordinate CES presentations with SLICE, SLL, L3 Partners	<i>Plan created by: July 2013</i>	
CPO: Design annual assessment plan to evaluate community impact	ST LT	Lead: SC Team: Community Advisory Board Plan: - Determine Rubric in next CAB Meeting - Require online assessment (in Campus Labs) as part of signing process	<i>Designed: July 2013</i> <i>Implemented: October 2013</i>	
CPO: Host two assessment focus groups per year	ST LT	Lead: SC Team: Community Advisory Board Plan: - Focus Group 1 will kick off and help establish annual assessment plans - Focus Group 2 will assess various TC programs or efforts as needed (possibly impact of one specific program on organization(s) SLICE, CES, SL Courses)	<i>October 2013</i> <i>April 2014</i>	

<p>CPO: Continue to evolve the VMTS, including ongoing structural partnerships with other institutions</p>	<p>ST LT</p>	<p>Lead: SC Team: United Way, Westminster, UofU Plan: - Create 2014 VMTS proposal with expenses, various budget options, and training plan - Delegate annual duties and per-event duties for all committee members</p>	<p><i>July 2013</i> <i>October 2013</i></p>	
<p>CPO: Act as liaison to service-learning faculty and academic administrators as needed</p>	<p>ST LT</p>	<p>Lead: LS Team: SC Plan: - As needed, as directed by GJ, ongoing</p>	<p><i>Ongoing</i></p>	
<p>CPO: Investigate Level 3 partners being used as co-op and internship placement sites</p>	<p>ST LT</p>	<p>Lead: LS Team: SC, Cooperative Ed Plan: - Bi-monthly meetings - Schedule meeting with Jack Hesleph to develop plan for NGO internships</p>	<p><i>July 2013</i> <i>(Ongoing)</i></p>	

Information & Referral Services

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
IR: Maintain accurate information and documents on the TC SLCC website	ST LT	Lead: LB Team: All Thayne Center staff Plan: - Upload documents in one place and hyperlink all web links to that one location. Currently the document has been independently linked to each page. - Use Outlook calendar/tasks to schedule the removal of documents that expire. - Create an Excel spreadsheet listing all uploaded documents, their last date updated, and the location of the master link. - Work with staff to have access to the most current forms - Finalize the Canvas roll over, including edits and design elements as requested by GJ	July 2013 By August 15 th	
IR: Create an office procedures manual to facilitate the sustainability and succession of programs	ST LT	Lead: LB Team: Billy Walker, OCSE Plan: - Design a master template for procedures - Thayne Center staff email Lesa a list of procedures we need to document. - Billy will work with staff to begin documenting their procedures * 1st procedure: America Reads time sheets * 2nd procedure: CES graduation logistics (i.s. names, cords, program, day of graduation, and transcripts) - Billy will have work-study students test the procedures, screen shot/make edits, and send the final to LB to review, test, and incorporate into the master office manual	July 2013 <i>Template created and two procedures started</i> October 2013 <i>Eight procedures complete</i> April 2014 <i>Majority of procedures complete</i>	
IR: Facilitate a TC presence at on-campus student orientation events, including	ST LT	Lead: LB Team: All Thayne Center staff as needed, and students as prepped and trained		

assigning staff to the event(s)		<p>Plan:</p> <ul style="list-style-type: none"> - Create three Prezi presentations that anyone can use to present on our programs. We need one five minute presentation on all programs and one five minute presentation on academic service-learning - LB will train key students to present for the Thayne Center at tabling events, orientations, walk-ins, and individual student presentations 	July 2013	
<p>IR: Create and maintain a posting schedule of TC information to plasma screens (investigate a TC-only TV)</p>	ST LT	<p>Lead: LB Team: Tyler Anderson Plan:</p> <ul style="list-style-type: none"> - Research the cost of a plasma screen + supporting equipment + installation costs/labor - Contact Student Life & Leadership, food service, and surplus to see if they have a surplus TV we can buy/use/have - Create a one-slide presentation for each program and event. Submit these slides to Tyler and hopefully post these slides to our own plasma TV - Research rules for putting video's on plasma screens. Most have the sound down or off. 	<p>July 2013 <i>Research procedures for posting to Student Life TVs and investigate purchasing our own TV</i></p> <p>October 2013 <i>Posting on communal TVs and installing TC</i></p>	
<p>IR: Create a central system by which faculty members request class presentations</p>	ST LT	<p>Lead: LB Team: LS Plan:</p> <ul style="list-style-type: none"> - Create an online form using Adobe Standard for faculty to request a TC staff member to present to their class. The faculty will complete and email the form from our website - The default email address for the submit button will be ThayneCenter@slcc.edu - Fields will include campus location, class time, length of presentation, date of presentation, name of faculty, course/department, field to request a specific TC staff member (identify we will do our best but there is no guarantee), field verifying quality of internet connectivity in their class room, 	July 2013	

		desired location for the presentation, etc. - Roll out to faculty at the beginning of FA13	By October 2013	
IR: Create a rotation of monthly tabling events at TR, SC, and JC, including assigning staff to the tabling events	ST LT	Lead: LB Team: All Thayne Center staff as needed, and students as prepped and trained Plan: - Contact Carol Sandoval for South City, Shannon McWilliams for Jordan, and Cheryl Sorensen for Taylorsville Redwood to find key times and locations to table - Balance tabling events between high student traffic times and busy event times - Develop a system by which we recruit staff and students, and a centralized calendar of assignments - Target specific academic department events and new student orientations	July 2013 By October 2013	
IR: Investigate the possibility of work-study student to be hired/trained to manage walk-in reception conversations	ST LT	Lead: LB Team: LMH Plan: - Create a student receptionist job description - Work with Financial Aid and HR to post and recruit a receptionist student - Interview, hire, and serve as point of contact for receptionist work-study lead student - Train all office work-study students on our programming, Prezi presentations, and Volunteer Opportunities Blog so they can efficiently present to all individuals walking into the office - Work-study students will also be key in answering the main phone line	July 2013 October 2013	
IR: Supervise departmental On-Campus Student Employee	ST LT	Lead: LB Team: All Thayne Center staff Plan: - Create a job description that includes 20% from each coordinator. The OCSE will work 4 hour per week with each person - All TC staff to be on hiring committee - LB hires and trains the OCSE	July 2013 By October 2013	

IR: Promotional Prezis	ST LT	Lead: LB Plan: - Create two Prezis: One for all programs and one for academic service-learning classes. - Pilot the Prezis at a staff meeting and incorporate edits in time for FA13	<i>July 2013</i>	
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Service-Learning

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
SL: Revise the operating definition of service-learning to be more inclusive of all forms of community-based learning	ST LT	Lead: LS Team: GJ, Nancy Basinger (UofU), core faculty Plan: - Host a faculty think tank mtg. to generate ideas to revise the definition - Ask U of U Bennion Center about their process of changing from SL to Community Engaged Learning. Take these ideas to revise definition with Thayne Staff. - Show the definition to students for feedback - Carefully dovetail with new GenEd SLOs	<i>Start May 2013</i> <i>Show to students Summer 2013</i> <i>Finalize Aug 2013</i>	
SL: Explore revisions to the SLG&D program structure and funding resources, possibly to include receiving grants that support faculty development	ST LT	Lead: LS Team: GJ Plan: - Explore structure in which faculty who have taught three or more semesters can reapply to receive additional guidance on reworking their curriculum - Rework structure to include peer mentoring of faculty new to the pedagogy - Continue to seek funding from Provost - Review AAC&U Bringing Theory to Practice grants as possible funding (ensure they allow faculty stipends)	<i>Possible new RFP – August 2013</i> <i>May 2013</i>	
SL: Develop a faculty co-coordinator program	ST LT	Lead: LS Team: GJ, Academic Affairs, core faculty Plan: - Create program framework and job description for a faculty co-coordinator - Work with Provost to request re-assigned time to designate a faculty member to co-ordinate SL programs; and/or work with engaged Deans (short-term only) to fund - Again, investigate AAC&U grant funding	<i>July 2013</i> <i>Ongoing</i> <i>May 2013</i>	
SL: Increase the number of	ST	Lead: LS		

<p><i>faculty members using service-learning in their courses</i></p>	<p>LT</p>	<p>Plan: - This outcome is addressed through the successful implementation of faculty development programming and strategic work to engage particular departments/disciplines</p>	<p>Ongoing</p>	
<p>SL: Develop a multi-tiered faculty development system, guiding faculty from initial contact to designation to ongoing engagement.</p> <p>I.E. Utilize SL 1000 as a way to recruit and train new service-learning faculty.</p> <p>I.E. Operationalize a structure that incentivizes faculty to use service-learning in their courses (see Site Team report for 11 specific suggestions).</p> <p>I.E. Offer continued engagement opportunities for designated service-learning faculty, such as SL Teaching Circles, Teaching Squares, peer mentoring cohorts, special assessment projects, etc.</p>	<p>ST LT</p>	<p>Lead: LS Team: GJ, core faculty Plan: - Create a document that outlines continuum/framework for initial contact to ongoing engagement</p>		
<p>SL: Increase the number of Engaged Departments</p>	<p>ST LT</p>	<p>Lead: LS Team: GJ Plan: - Currently working with the English Department to create engaged pathways within the department - Revisit the previous conversations with Health Sciences, particularly Nursing - Stay on top of Gen Ed trends, participate in “pathways” conversations when possible, and</p>	<p>Ongoing</p> <p>Meet by October 2013</p> <p>Ongoing</p>	

		explore how to better integrate community based pedagogy across disciplines		
SL: Strengthen ties with the Faculty Teaching & Learning Center	ST LT	Lead: LS Team: Jude Higgins, possibly Dave Bate Plan: - LS sits on the FTLC board - Meet with new FTLC Director to explore opportunities to partner and offer service-learning professional development opportunities for faculty	<i>Ongoing</i> <i>July 2013</i>	
SL: Actively participate and/or present at the Annual Faculty Convention and Adjunct Faculty Conference	ST LT	Lead: LS Team: Plan: - Attend Annual Faculty Convention in April 2013 - Submit proposal to present or facilitate a panel at the Adjunct Conference in October 2013 - Submit a proposal to present or facilitate a panel at the Annual Faculty Convention in April 2014	<i>April 2013</i> <i>October 2013</i> <i>April 2014</i>	
SL: Ensure service-learning courses are designated in the catalog and class schedule	ST LT	Lead: LS Team: GJ, Ryan Carstens, Nate Southerland, MaryEtta Chase, Jourdan McCall Plan: - Initial meeting took place March 2013 - Continue to work with stakeholders on a designation committee, troubleshooting Banner issues and finding ways to designate. Carstens and Southerland chair this committee.	<i>Committee formed and at least one more meeting by July 2013</i>	
SL: Track quantitative data of number of classes, students, service hours, and community partner organizations within each semester	ST LT	Lead: LS Team: GJ, Ryan Carstens, Nate Southerland, MaryEtta Chase, Jourdan McCall, SC, LB Plan: - Work with LB to continue to manually track program statistics until a system is implemented institutionally. Impact Summary stats due by 06/01/2013.	<i>May 2013</i>	

		<ul style="list-style-type: none"> - Revise and continue to use the Campus Labs tracking survey to gather data (for FA13+) - Implement the new designation and tracking system to automate this process (see action above) - Create system to track which community partners are being utilized within courses and classes (for FA13+) 	<i>Review and revise – July 2013</i> <i>October 2013</i> <i>October 2013</i>	
SL: Expand the use of SL course evaluations in Campus Labs to include all designated courses on a rotating basis	ST LT	Lead: LS Team: GJ Plan: <ul style="list-style-type: none"> - Develop a framework so that faculty who are already designated to rotate through the Campus Labs course evaluations surveys on a rotating basis, i.e. every four semesters, or something similar - Involve faculty in the discussions around this plan, so that we can know best how to market this and not confuse it with the institutional course evals - Create a chronological course list, based on when they were first designated, and establish who will rotate through a new round of evaluations in FA13 and SP14 - Roll out the plan and provide reports 	<i>October 2013</i> <i>October 2013</i> <i>October 2013 - ongoing</i>	
SL: Gather designated SL syllabi at the beginning of each semester, maintaining accurate records of which courses are taught in each semester	ST LT	Lead: LS Plan: <ul style="list-style-type: none"> - Establish a communication system through which it is routine for designated faculty members to share their syllabus with the Thayne Center at the beginning of each semester - Maintain current records of all designated service-learning syllabi at the institution 	<i>July 2013</i> <i>Ongoing</i>	

SLICE: Student Leaders in Civic Engagement

Recommendation / Goal	ST LT	Assignments - Lead + Team (if applicable) Actions – How exactly will you do it?	Timeline	Progress (report 07/13, 10/13, 04/2014)
<p>SLICE: Create a strategic plan that outlines a more pedagogically driven program. Specifically, redesign the current curriculum so that it teaches transferable, universal skills of community organizing and volunteer management, not individual project execution.</p>	ST LT	<p>Lead: LSP Team: SC, counterpart coordinators at other Utah institutions Plan:</p> <ul style="list-style-type: none"> - Research articles, text books, and other program models, re: community organizing, project management, and leadership - Create a new manual that includes content on universal community organizing, project management, and leadership skills. Manual will also include best practices for working with non-profits, volunteer management, etc. - Only focus on two issues per semester, as determined by the 2013-2014 SLICE team - Each week teach a new universal skill. These skills may include building relational trust, integrating educational knowledge, solving complex problems, planning projects, managing volunteers, reflections, etc. - Coach students to apply the universal skills they're learning to the projects they carryout. <p>I.E. Identify social justice issues in the community, gain an understanding of the assets and needs, teach students how to implement from start to finish an engaging project – ALSO reflect on and discuss long-term systemic solutions.</p>	<p><i>July 2013</i></p> <p><i>By October 2013</i></p>	
<p>SLICE: Ensure program coordinator in trained in teaching practices</p>	ST LT	<p>Lead: LSP Team: GJ Plan:</p> <ul style="list-style-type: none"> - Attend Continuums of Service conf in Portland, OR, with a specific focus on collecting information on student leadership development programs - Continually research best practices and apply 	<p><i>April 2013</i></p> <p><i>Ongoing</i></p>	

		<p>them to the SLICE program structure</p> <ul style="list-style-type: none"> - Work with GJ to identify appropriate SLCC courses and training opportunities both internal and external 		
<p>SLICE: Increase communication with SLL, i.e. Service Chair, regular meetings between student leadership coordinator staff, etc.</p>	<p>ST LT</p>	<p>Lead: LSP Team: Abio, Brandi, SLL/SLICE Service Chair Plan:</p> <ul style="list-style-type: none"> - Review SLL Service Chair job description and align expectations to SLICE program requirements and SLL requirements - Sit on committee to select SLL Service Chair - Have a monthly 1x1 with SLL Service Chair - Meet twice each semester with SLL program coordinators 	<p>July 2013</p> <p>October 2013</p>	
<p>SLICE: Make students-at-large more aware of SLICE projects and events</p>	<p>ST LT</p>	<p>Lead: LSP Team: LB, SLL, Institutional Marketing, Lee Stevens/PALS, LS Plan:</p> <ul style="list-style-type: none"> - Design a guerilla marketing training (which SLL may have already done, so check) and present it to SLICE - Table, coordinate with SL classes, and attend PALS meetings to advertise for planned events - Attend ICA meetings. Let them know about planned service projects. Coordinate carefully with SC who is also trying to attend regularly. 	<p>October 2013</p> <p>Ongoing</p>	
<p>SLICE: Market the program more effectively to recruit high caliber students ready to engage in advanced curriculum</p>	<p>ST LT</p>	<p>Lead: LSP Team: School Relations, TRiO Plan:</p> <ul style="list-style-type: none"> - Send all High School Peer Action Leader teams and leadership clubs the link for the SLICE website and the application - Coordinate with TRiO to have the SLICE website and application link in all new student packets - Work with appropriate staff to identify and hand-pick highly-qualified students who could be mentored/recruited into SLICE 	<p>Ongoing, but apps by October 2013, interviews and placements by April 2014</p>	
<p>SLICE: Require LE 2920 and/or LE 2950 of all members</p>	<p>ST LT</p>	<p>Lead: LSP Team: GJ, SC</p>		<p>Done. SC, currently teaching LE 2920, met with Curt Larsen to arrange the FY14 teaching</p>

		<p>Plan: - This is included on the 2013-2014 SLICE application. All new SLICE members will be required to take one of these courses.</p>	<p><i>March 2013 – before the app goes out</i></p>	<p>schedule. The requirement and course times were included in the FY14 application released in March 2013.</p>
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Institutionalization of Vision & Mission

Recommendation / Goal Assignment	ST LT	Assignments - Lead + Team (if applicable)	Timeline	Progress (report 07/13, 10/13, 04/2014)
IVM TC: Collaborate with the Community Partnerships Council (CPC) and the Director of Community Relations to achieve Carnegie classification	LT	Lead: GJ Team: All TC staff as needed, Tim Sheehan, Ryan Carstens, Jennifer Seltzer Stitt Plan: - Attend all CPC meetings, inviting SC and LS as needed - Partner with Jen to provide required TC information for the application - Continuously refocusing the institution on the systems view of Carnegie, the cultural and structural requirements of the designation	<i>Ongoing</i> <i>Application due April 2014</i> <i>Ongoing</i>	
IVM TC: Shift institutional perception of the role of the center as a volunteer project event planner to one of a pedagogically based learning center	LT	Lead: GJ Team: All TC staff as needed Plan: - Engage as much as possible with larger institutional conversations relevant to this goal, I.E. GenEd SLOs, ePortfolios,	<i>Ongoing</i>	
IVM TC: Recreate the TC vision and mission, accounting for the role we play in the institution's civic mission	ST LT	Lead: GJ Team: All TC staff, key students, SL faculty, Level 3 community partners Plan: - Recreate the vision and mission at a summer staff retreat - Vet the new statements with key stakeholders - Launch FA13, including updating documents and website	<i>July 2013</i> <i>October 2013</i> <i>October 2013</i>	
IVM TC: Facilitate and coordinate all departmental marketing materials and public documents, re messaging and mission	LT	Lead: GJ Team: All TC staff Plan: - Keep staff informed of all marketing related policy and procedures - Explore more efficient ways to ensure marketing is uniform	<i>Ongoing</i> <i>Ongoing</i>	
IVM TC: Regroup all	ST	Lead: GJ		

programmatic SLO's into a single set of departmental learning outcomes	LT	Team: All TC staff Plan: - Collaborate with all staff at summer retreat to draft departmental SLOs - Ensure TC SLOs support Student Services and (new) GenEd SLOs	<i>July 2013</i> <i>October 2013</i>	
IVM TC: Hire an Assistant Director	ST LT	Lead: GJ Plan: - Proposed in FY14 IPB (10/2013) - Proposed in FY14 Student Fee Board (01/2013)	<i>April 2014</i>	
IVM TC: Create more visibility for the department on campus, i.e. improve the physical space / resources	ST LT	Lead: GJ Team: Jason Beal, for now Plan: - Meet with Jason for a rough estimate - Present the estimate to Marlin and Deneece - Primarily investigating expanding into the back hallway and possible wrapping around to the Parlor B door	<i>Cost estimates</i> <i>July 2013</i>	GJ emailed Jason in February, per Deneece's request, and initiated a conversation about a lower level remodel.
IVM TC: Participate in regional and national conferences and conversations that disseminate our work and bring best practices back to the department	LT	Lead: GJ Plan: - As budget allows, participate in national and regional conferences - As time allows, participate in national and regional conversations / communities	<i>Ongoing</i>	
IVM SL: Revitalize the academic service-learning program to better incorporate community-based learning as a high-impact learning practice throughout the college, i.e. GenEd, ePortfolio, Engaged Dpts, Senate/Curriculum Committee, Provost, etc.	LT	Lead: GJ Team: LS Plan: - Request access to GenEd committee conversations - Serve on SLO Assessment committee - Continue to explore other ways the TC can better integrate into Academic Affairs	<i>July 2013</i> <i>Ongoing</i>	
IVM SL: Develop a strategic plan with Ryan Carstens to incorporate service-learning as	LT	Lead: GJ Team: LS, Ryan Carstens, Jason Pickavance Plan:		GJ met with Picard, Carstens, Deneece, and Marlin on 03/08 to begin this conversation. The Provost is identifying pedagogical clusters across

a high-impact practice throughout the college		<ul style="list-style-type: none"> - Most logical entry point is GenEd committee, specifically in dealing with the revision of college-wide student learning outcomes - Other logical points of collaboration are ePortfolio, SLO assessment, and Pickavance's work with high-impact practices 	<i>Ongoing</i>	<p>the institution and working toward a single body/reporting entity, to include service-learning.</p> <p>A related meeting on 03/28 continued the conversation about Gen Ed, community engagement as one of the college-wide learning outcomes, and institutional integration of service-learning.</p>
IVM SL: Seek funding for the SL Coordinator position from the Provost	ST LT	<p>Lead: GJ</p> <p>Team: LS, Marlin Clark, Deneece Huftalin, Chris Picard</p>		
<p>IVM SL: Consider a model in which both the VPSS and Provost share oversight of academic service-learning.</p> <p>Create a stronger partnership with Academic Affairs through active participation in faculty meetings and regular interactions with Associate/Deans</p>	ST LT	<p>Lead: GJ</p> <p>Team: LS, Marlin Clark, Deneece Huftalin, Chris Picard, Ryan Carstens</p> <p>Plan:</p> <ul style="list-style-type: none"> - Per Cartens' request, draft a business plan, of sorts, that outlines a number of structural options 	<i>July 2013</i>	Conversations are ongoing, beginning 03/08. The Provost is identifying pedagogical clusters across the institution and working toward a single body/reporting entity, to include service-learning.
IVM SL: Allow the SL Coordinator to solely focus on academic service-learning	ST	<p>Lead: GJ</p> <p>Team: LMH, SC</p> <p>Plan:</p> <ul style="list-style-type: none"> - Post SL Coordinator position with CES program removed 	<i>January 2013</i>	As of January 2013, LMH will coordinate administrative tasks (timesheets, reflections, graduation documentation, etc.) and SC will create and coordinate the programming and cohort structure.
IVM CPO: Identify an ongoing funding source for VMTS and other CPO programming	ST LT	<p>Lead: GJ</p> <p>Team: SC, Susan Salem, Development Office</p> <p>Plan:</p> <ul style="list-style-type: none"> - Secure funding from the Center for Innovation - Research and explore external funding options, including possible corporate underwriting 	<p><i>Spring 2013</i></p> <p><i>October 2013</i></p>	
IVM ASB: Secure additional	ST	Lead: GJ		

funding through inter-departmental partnerships that are mission- and program-based	LT	Team: Other Student Services and Academic as needed	<i>Ongoing</i>	
IVM AR: Create joint strategic plan with Financial Aid	ST	Lead: GJ Team: Cristi Millard, Marlin Clark, Eric Weber Plan: - Meet initially as Directors and AVPs to troubleshoot immediate issues and establish a committee framework for staff - Hand off the committee to staff with expectations as to frequency and content of meetings	<i>July 2013</i>	
IVM AR: Recognize Lynne McCue-Hamilton on an institutional level	ST	Lead: GJ, Team: LB, SC LMH nominated for 2013 Outstanding Staff Award, full-time professional	<i>Submitted nomination to Staff Association on 03/22</i>	Winners TBA as of 04/01/2013