

Salt Lake Community College Behavioral Intervention Team

Program Review Plan of Action – May 2018

Goal	ST- LT*	Action	Timeline	Progress
Develop a BIT operation/procedure manual	LT	<ul style="list-style-type: none"> ▪ Clearly identify BIT members roles/responsibilities ▪ Clarify confidentiality provisions and develop specific guidance on how information will be shared by BIT members ▪ Incorporate a more detailed case management approach that will be utilized by the BIT <ul style="list-style-type: none"> ○ Maxient Case Management System ○ After-action reports and feedback ▪ Use industry 'best practices' as foundation for operation/procedure manual 	<ul style="list-style-type: none"> ▪ Draft operation/procedures manual completed by August 22, 2018 	
Institution-wide BIT Training	ST/LT	<ul style="list-style-type: none"> ▪ Partner with Staff Development to schedule periodic trainings for the upcoming year ▪ Partner with Faculty Development to schedule periodic trainings for the upcoming year ▪ Offer/schedule individualized BIT trainings for Deans, Associate Deans, Faculty Senate, Division/Department staff meetings. ▪ Submit proposal to present at the Division of Student Affairs Summer Conference. 	<ul style="list-style-type: none"> ▪ Ongoing ▪ June 21, 2018 (DOSAs Summer Conference) 	
BIT Marketing Plan	LT	<ul style="list-style-type: none"> ▪ Partner with Institutional Marketing to develop a strategic marketing plan to raise SLCC staff, faculty and student's awareness of the BIT. <ul style="list-style-type: none"> ○ Printed materials ○ Digital signage ○ Social media presence ○ QR codes ○ SLCC Today ○ SLCC Globe 	<ul style="list-style-type: none"> ▪ Schedule meeting with IM during Summer 2018 ▪ Ongoing 	
Referral and BIT Feedback (Closing the Loop)	LT	<ul style="list-style-type: none"> ▪ Develop consistency with follow-up reports to referral source ▪ Conduct after-action reports with the BIT for each student of concern case ▪ Create a more robust BIT agenda that helps track BIT students of concern, including active/closed cases 	<ul style="list-style-type: none"> ▪ Ongoing (2018-19 academic year) 	

Goal	ST- LT*	Action	Timeline	Progress
<i>Internal BIT Training</i>	<i>ST/LT</i>	<ul style="list-style-type: none"> ▪ <i>Add more tabletop and practical application activities to the BIT training schedule</i> ▪ <i>Answer the 'WHY' of training topics relevance to the BIT</i> ▪ <i>Continue to support BIT members participation in local, regional and national BIT conferences/trainings</i> <ul style="list-style-type: none"> ○ <i>Supports recommendation from VP Lepper in August 2017 OCR Memo</i> ○ <i>Look for opportunities to present at these conferences/trainings</i> 	<ul style="list-style-type: none"> ▪ <i>Monthly Training Schedule already published through December 2018</i> ▪ <i>Ongoing</i> 	
<i>Building BIT & Dean of Students Office Capacity for Increased Referrals</i>	<i>LT</i>	<ul style="list-style-type: none"> ▪ <i>Assess the viability of a case manager position in the Dean of Students office by gathering BIT referral data and examining best practices at other institutions. Submit an IBP request for a case manager position and align new job description with industry trends and best practices.</i> 	<ul style="list-style-type: none"> ▪ <i>Ongoing (2018-19 academic year)</i> 	

* ST: short-term (up to 6 months to complete) --- LT: long-term (one year or more to complete)