

Academic Affairs CDSJ
Synthesis of Team Action Plans
—Common Themes—

As would be expected, the Action Plans of individual units (schools / colleges) are tailored to the specific assessment data and missions of each school or college and therefore vary from school to school. The following list represents the broad areas that most teams are addressing with examples of specific activities that are being planned. It is not meant to be a comprehensive list of each school/college plan.

Community-Building

1. All College Retreat
2. Town meeting
3. Standing CDSJ committee in departments
4. Mission Statement revisions and advertisement
5. Improving general communications: i.e. Web-pages, community forums, newsletter, etc.
6. Awards Structures:
 - a. Recognition of Diversity Contributions: Monetary Prizes
 - b. Department Hall of Fame
 - c. Staff Awards
7. State-of-College address by dean for faculty, staff
8. Evaluate the feasibility of a mandatory CDSJ training program for faculty and staff.
9. Facilities improvement (e.g., creating a more comfortable community setting) and artistic and informational displays that foreground diversities and cultures.
10. Create opportunities for staff social interaction.

Recruitment and Retention (Overall)

1. Have focus groups for underrepresented groups
2. Provide explicit statement in job postings
3. Begin and utilize databases of potential hires, target key advisors and mentors
4. Engage chairs and Search Committees around issues of diversity
5. Provide a hiring guide
6. Provide Post Docs
7. Identify targeted funding
8. Written policy on recruitment of dual career couples

Faculty Recruitment & Retention

1. Training program for new faculty around CDSJ
2. Provide a handbook that highlights CDSJ
3. Provide quarterly social events

4. Develop a mentoring system
5. Begin Tracking though Exit Interviews and Declined offers
6. Provide pretenure workload adjustments

Staff Recruitment & Retention

1. Provide explicit statement in job postings and job descriptions
2. Increase Diversity in Staff
3. Minority internship or residency program
4. Provide a web page dedicated to staff issues
5. In-depth professional and classified staff orientation programs by department
6. Involve large groups of classified staff in designing projects to improve the work environment of those staff.

Undergraduate Student Recruitment& Retention

1. Specifically dedicated staff to this task
2. Targeted outreach
3. Conduct student climate research within colleges and departments
4. Have graduate students recruit undergraduates
5. Conduct forums through ALANA organizations
6. Being and Maintain an intimate relationship with key Admissions Officers
7. Conduct student climate research within colleges and departments
8. Implement ALANA student leadership
9. Provide orientation for ALANA students
10. Develop a mentoring system
11. Encourage committee membership
12. Provide specific programs: Emerging Scholars
13. Open some staff development training to students
14. Survey student hourly employees and a sample of students who are served by our units to obtain additional information about CDSJ climate and opportunities for improvement.

Graduate Student Recruitment & Retention

1. Major collaboration with Graduate School and Office of Recruitment and Retention
2. Offer more fellowships and teaching assistantships
3. Develop a mentoring and professional development series

Teaching and Learning

1. Increase diversity course offerings
2. Faculty grants for curriculum development
3. Diversity Training for Faculty, Staff, Administrators, and Teaching Assistants

4. Encourage colloquia on “Difficult Dialogues”
5. Student and faculty meetings in departments to address program and classroom climate
6. Expand archives and special collections on line exhibit program
7. Invite members of the greater community to offer programs, workshops, art and displays that contribute to the education of the campus community concerning diversity and social justice

Professional Staff Development & Advancement

1. Encourage staff to take courses (through communication and policy)
2. Review and update Job Descriptions in house as well as work with other university administrators on the problem of outdated state job classifications
3. Provide a CDSJ retreat
4. Investigate level of access to opportunities across job roles
5. Provide matching funds to provide opportunities for staff to attend staff development programs
6. Offer workshops for staff on a broad spectrum of diversity topics
7. Encourage student growth by providing opportunities to assume more complex work assignments

Management & Personnel

1. Provide a Policy and Procedure handbook that incorporate the voice of staff
2. Implement 360° evaluation and supervision
3. Provide Training for Supervisors:
 - a. On CDSJ issues
 - b. Management techniques
 - c. Supervisory skills
4. Forums for advice and feedback from women in faculty and classified staff positions.
5. Monitor to assess access to library services and facilities.