

**I-ADAPT - Alcohol and Drug Programs
CAS Action Plan
July 2012**

Part: 1: Mission				
Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
1.9	Revise current mission statement and include standard components within the guiding principles. Consider including tobacco prevention and education in mission.	Co-Chairs	May-13	
1.11	No Action - not in the purview of the program at this time	NA	NA	NA

Part: 2: Program				
Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
2.2.2	Create core student learning outcomes for the I-ADAPT program to include appropriate CAS and SES Learning Domains.	Co-Chairs	Aug-12	
2.3.3	Create core student learning outcomes for the I-ADAPT program to include appropriate CAS and SES Learning Domains.	Co-Chairs	Aug-12	
2.3.4	Create core student learning outcomes for the I-ADAPT program to include appropriate CAS and SES Learning Domains.	Co-Chairs	Aug-12	
2.4	Create core student learning outcomes for the I-ADAPT program to include appropriate CAS and SES Learning Domains.	Co-Chairs	Aug-12	
2.5	Identify faculty and staff through faculty senate, provost, colleges, campus announcements, department chairs and other means on an annual basis (spring) and reach out to identified prospects with specific partner opportunities,	Co-Chairs	May-13	
2.8.4	Appoint committee members to representative capacities on community boards and organizations including the Safe Communities Coalition, Coastal Bend Partners in Recovery, Coastal Bend Aids Foundation, Texans Standing Tall and others.	Co-Chairs	Dec-12	
2.8.7	Appoint a committee member to recruit and coordinate student participation in the committee.	Co-Chairs	Dec-12	
2.8.7	Use facebook, orientations, information tables and flyers to promote meetings to students.	Co-Chairs	Dec-12	

Part: 3: Leadership				
Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
3.1.14	Change meeting structure to require representatives to report on areas.	Co-Chairs	Aug-12	
3.1.14	Appoint members to specific and defined job functions on the committee.	Co-Chairs	Aug-13	

Part: 4: Human Resources				
Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
4.1	Hire staff in accordance with the strategic plan. Request full-time coordinator for fall 2014.	co-chairs	Dec-13	
4.1	Hire staff in accordance with the strategic plan. Hire clerical and other support staff as appropriate.	co-chairs	Dec-16	
4.1	Institute an intern program.	co-chairs	Aug-15	
4.2	Fully develop the I-ADAPT Operations Manual to incorporate all CAS Standards. Create job descriptions for current and proposed positions.	co-chairs	Dec-13	
4.4	Request annual budget funds to provide professional development for co-chairs, graduate assistant and other committee members as appropriate.	co-chairs	Jan-13	
4.7	Collaborate with UCC intern program.	co-chairs	Aug-13	
4.7	Develop a competitive intern experience with goals and objectives, position descriptions and learning outcomes.	co-chairs	Aug-15	
4.8	Incorporate Intern performance and training expectations in operations manual and supervision expectations in coordinator job duties	co-chairs	fall 2014 ucc fall 2013	
4.11.1	Hire staff in accordance with the strategic plan. Request full-time coordinator for fall 2014.	co-chairs	Dec-13	
4.11.1	Hire staff in accordance with the strategic plan. Hire clerical and other support staff as appropriate.	co-chairs	Dec-16	
4.11.1	Institute an intern program.	co-chairs	Aug-15	
4.13.3	Reference university crisis response procedures in operations manual	Grad Assistant	May-13	
4.18	Request annual budgetary funds to provide professional development for co-chairs, graduate assistant and other committee members as appropriate.	co-chairs	Jan-13	

Part: 5: Ethics				

Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
5.1	Reference the university ethics rule in the operations manual.	Grad Assistant	May-13	

Part: 6: Legal Responsibilities				
Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
6.1.2	Reference all train traq training courses, the annual notificaltion of AOD and the biennial review process in the operations manual.	Grad Assistant	May-13	
6.2	Fully develop operations manual	Grad Assistant	May-13	

Part: 7: Equity and Access				
Standard Number	Action Description	Position Responsible	Target Completion	Date Completed

Part: 8: Diversity				
Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
8.1.2	Invite International Programs, Disability Services and the Islander Cultural Alliance to participate in the I-ADAPT Committee.	Co-Chairs	Dec-12	
8.1.2	Define committee representation structure in operations manual	Grad Assistant	May-13	
8.1.3	Invite International Programs, Disability Services and the Islander Cultural Alliance to participate in the I-ADAPT Committee.	Co-Chairs	Dec-12	
8.1.3	Define committee representation structure in operations manual	Grad Assistant	May-13	
8.1.4	Involve diverse representatives when recommending policy and/or procedural changes.	Co-Chairs	May-13	
8.1.4	Refer to the representative process of making policy/procedure recommendations in the operations manual	Grad Assistant	May-13	

Part: 9: Organization and Management				
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Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
9.1	Define responsibilities of each co-chair, graduate assistant and committee members in the operations manual.	Co-Chairs Grad Assistant Grad Assistant	May-13	
9.2	Address relevant standards in the operations manual		1-May	
9.3	Address relevant standards in the operations manual		1-May	
9.5.5	Create a system to recognize and award contributions to ATODP	Co-Chairs	Aug-16	
9.6	Reference system and university policies, procedures, rules and guidelines in the operations manual and include a timeline for review for the manual.	Grad Assistant	May-13	
9.8.3	No Action - not in the purview of the program at this time	NA	NA	NA

Part: 10: Campus and External Relationships

Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
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Part: 11: Financial Resources

Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
11.1	Continue to evaluate funding needs to determine the most effective use of resources	Co-Chairs	Dec-13	
11.1	Request funding to meet programmatic goals each budget cycle	Co-Chairs	Jan-12	
11.1	Investigate and pursue funding through outside sources including grants and private gifts.	Co-Chairs	Aug-17	

Part: 12: Technology

Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
12.8	Reference in the operations manual that a referral support system is in place for students who seek assistance for negative emotional or psychological concerns.	Grad Assistant	May-13	

Part: 13: Facilities and Equipment				
Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
13.1	Evaluate current facilities and equipment and request space and funding for additional items as needed.	Co-Chairs	Jan-17	
13.3.2	Request adequate work space to ensure the confidentiality of students during the university center expansion planning.	Co-Chairs	Jan-17	

Part: 14: Assessment and Evaluation				
Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
14.6.3	Include outcome targetted goals in annual staff performance expectations and position descriptions.	Co-Chairs	Jan-16	

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