

**Leadership  
CAS Action Plan  
2013**

<b>Part: 1: Mission</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
1.1	Create a mission that reflects "preparation for the process of leadership"	Assistant Director/Coordinator	SU 2016	
1.2.1	Develop a mission and distribute on marketing materials and website	Assistant Director/Coordinator	SU 2016	
1.2.2	Review mission yearly, at minimum	Assistant Director/Coordinator	SU	
1.3.1	Create a mission that reflects mission of the institution	Assistant Director/Coordinator	SU 2016	
1.3.2	Create a mission that includes professional standards	Assistant Director/Coordinator	SU 2016	
1.3.3	Create a mission that is appropriate for students and community	Assistant Director/Coordinator	SU 2016	
1.3.4	Create a mission that references learning and development	Assistant Director/Coordinator	SU 2016	
1.4	Provide mission information through reporting lines, not in our purview	Assistant Director/Coordinator	SU 2016	

<b>Part: 2: Program</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
2.2	Establish more opportunities for collaboration and reach out to campus stakeholders and resources	Assistant Director/Coordinator	FL 2016	
2.3.1	Create an assessment plan for the program	Assistant Director/Coordinator	FL 2016	
2.3.2	Distribute evidence of accomplishments via departmental assessment and presentations	Assistant Director/Coordinator	SU 2017	

2.3.3	Evaluate program throughout the year and compile list of skills learned but not directly assessed	Assistant Director/ Coordinator	SU 2016	
2.3.4	Evaluate program and compile list of students who succeed by persisting in the program and graduating	Assistant Director/ Coordinator	SU 2018	
2.3.5	Gather assessment information and utilize it in the next planning phase of UCSA Leads	Assistant Director/ Coordinator	SU 2016	
2.4.3	Continuous marketing of program to departments and schools to familiarize the campus it	Coordinator	FL 2016	
2.4.5	Include and accommodate different users, i.e. Distance Ed, non-traditional students	Coordinator	FL 2015	
2.4.6	Explore using online tools, blackboard, and various forms of in-person styles within leadership workshops	Assistant Director/ Coordinator	SP 2016	
2.6	Evaluate the program and implement areas not already covered, assess development of knowledge and skills	Assistant Director/ Coordinator	SU 2016	
2.7.1	Implement a more obvious session on foundations of leadership including, basic thoughts and most-referenced leadership theories	Assistant Director/ Coordinator	FL 2016	
2.7.4	Ensuring second phase of UCSA Leads is more obviously group-focused, explicitly stating goals and learning outcomes in each session	Assistant Director/ Coordinator	FL 2016	
2.7.4	Explore and evaluate organization certification process and the development of skills of the members	Assistant Director/ Coordinator	SP 2016	
2.9.1	Outreach to departments and off-campus resources for various UCSA Leads programs	Assistant Director/ Coordinator	FL 2014	Fall 2014 (ongoing)
2.9.2	Increase number of collaborations in programs of UCSA Leads	Assistant Director/ Coordinator	FL 2015	

<b>Part: 3: Organization &amp; Leadership</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
3.1.1	Create clearly stated goals	Assistant Director/Coordinator	FL 2015	
3.1.2	Create policies of leadership program and publicize online and at programs	Assistant Director/Coordinator	SP2016	
3.2.1	Create Mission and Vision, create a strategic plan/goals for UCSA Leads	Assistant Director/Coordinator	SP 2016	
3.2.2	Set goals and objectives for each program session and seek feedback from student constituents	Assistant Director/Coordinator	SP 2017	

3.2.3	Yearly evaluation of program to ensure goal attainment	Assistant Director/Coordinator	SP 2016	
3.2.6	Discuss concerns, questions and seek feedback from our staff to get diverse perspectives	Assistant Director/Coordinator	SP 2016	
3.3.2	Hire, train and supervise student leadership assistants to contribute to the success of the unit	Coordinator	FL 2013	FL 2013 (ongoing)
3.5.1	Ensure program information is accurate and complete in all forms of media, especially online websites, orgsync and social media	Coordinator	FL 2015	
3.5.4	Initiate collaborative interactions with internal and external stakeholders- all SES departments, FYE, alumni, other departments, housing	Assistant Director/Coordinator	SP 2016	
3.5.6	Report issues or concerns through reporting lines for the division to discuss/be aware of	Assistant Director/Coordinator	SU 2013	FL 2013 (ongoing)

<b>Part: 4: Human Resources</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
4.1	Explore addition of Graduate assistant and internship program	Assistant Director/Coordinator	FL2014	
4.3.3	Insert additional lines in marketing to include the accessibility statement	Coordinator/Marketing	FL 2013	
4.5.1	Explore addition of Graduate interns/assistants that have a field of study relevant to leadership	Assistant Director/Coordinator	FL2014	
4.5.2	Implement training program for graduate assistants/interns if they are acquired	Assistant Director/Coordinator	FL2014	
4.6	Allow flexibility in work schedules and created detailed job descriptions for Interns/GA	Assistant Director/Coordinator	FL2014	
4.7.1	Post positions available at Career Services, recruit students from UCSA Leads program	Coordinator	SP 2014	
4.7.2	Implement training program for all student employees and establish regular one on one meetings	Coordinator	FL2013	FL 2013 (ongoing)
4.7.3	Implement training program for all student employees and establish regular one on one meetings	Coordinator	FL2013	FL 2013 (ongoing)
4.8.3	Provide training to all student employees and volunteers	Assistant Director/Coordinator	FL 2013	FL 2013 (ongoing)
4.8.4	Provide training to all student employees and volunteers	Assistant Director/Coordinator	FL 2013	FL 2013 (ongoing)

<b>Part: 5: Ethics</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
5.1	Review relevant professional ethical standards at least once a year.	Assistant Director/Coordinator	FL 2015	
5.2	Review relevant professional ethical standards at least once a year.	Assistant Director/Coordinator	FL 2015	

<b>Part: 6: Law, Policy &amp; Governance</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
6.1.3	Bring awareness to the codes, policies and university rules on any tasks that have legal implications	Assistant Director/Coordinator	FL 2013	FL 2013 (ongoing)
6.1.4	Review policies and best practices at least once a year	Coordinator	FL 2013	FL 2013 (ongoing)

<b>Part: 7: Diversity, Equity &amp; Access</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
7.3.1	Implement a social justice workshop in Weekend Leadership Series	Coordinator	FL2014	FL 2014
7.3.2	Report policies or practices that produce inequalities	Assistant Director/Coordinator	FL 2013	FL 2013 (ongoing)
7.3.3	create a strategic plan and goals; implement Weekend Leadership Series	Assistant Director/Coordinator	FL 2013	
7.3.9	Work with Disability Services to build in accommodations for people who utilize services	Coordinator	FL 2015	
7.3.10	Provide leaderships workshops or resources online for distance learners	Assistant Director/Coordinator	FL2015	
	Refer students to additional resources in their hometown or online	Coordinator	FL 2015	

<b>Part: 8: Institutional &amp; External Relations</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
8.1.1	Outreach to community partners about the services and ask if they would be interested in supporting/participating	Coordinator	FL 2016	
	Build a list of community partners that can be available to assist with program	Coordinator	FL 2016	
8.1.2	Outreach to internal departments and partners to assist with programs	Coordinator	FL 2015	
	Outreach to community/external partners to assist with programs	Coordinator	SP 2016	
8.1.3	Disseminate information about programs and services	Coordinator	FL 2013	FL 2013 (ongoing)
8.1.4	Establish collaborations between on-campus and off- campus partners for leadership workshops, programs, etc.	Coordinator	FL 2013	FL 2013 (ongoing)
8.1.5	Ensure that individuals engaged to participant/assist with leadership programs are from diverse backgrounds	Coordinator	SP 2014	SP 2016

<b>Part: 9: Financial Resources</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
9.1	Request budget increases based on program needs and explore hiring graduate inters/assistants	Assistant Director/Coordinator	FL2013	Fall 2015

<b>Part: 12: Assessment &amp; Evaluation</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
12.1.1	Document assessment plan for UCSA Leads goals and outcomes	Assistant Director/Coordinator	FL 2016	
12.1.2	Hold programmers accountable for reporting assessment information in annual report and event summaries when applicable	Assistant Director/Coordinator	FL 2016	



