

SHORT-TERM ACTION ITEMS

The following table outlines action items which provide significant benefits to the College with relatively little impact on resources.

Strategy, Initiative or Action	Lead Accountable Unit	Impact/Benefits and Outcomes	Next Steps	Status/Date of Completion	Resources Required
Benchmark faculty development program.	Provost and Vice President for Academic Affairs	Provides measure to review faculty development needs annually and identify competitive edge for faculty retention and hiring.	Identify benchmark programs and their characteristics at peer institutions.	Summer 2009	Time Provost staff
Document number and percentage of faculty receiving sabbaticals and research leaves.	Provost and Vice President for Academic Affairs	Tracks support for tenure-track faculty; tracks cost of sabbaticals and leaves to the College to review budget support needed; tracks data to review the percentage of faculty who utilize the opportunity annually.	Gather existing data.	Summer 2009	Time Provost staff
Create a two- or three-person team to develop a plan for a) determining uniform standards for residence study rooms, b) identifying existing and easily transformable study spaces in each residence hall and determine what each space needs to bring it up to standard, and c) identifying possible campus locations for 24-hour centralized after-hour study space(s).	Vice President for Student Affairs	Provides daytime and evening on-campus study group support for non-residential and residential students. Enhances the available technology to support study in the residence halls. Expected outcomes are increased student engagement in the residence halls; more convenient late-night study options on campus.	Identify team members, possibly from Student Affairs, Academic Affairs, and MIT Division. From this team's work, a list of feasible locations and their needs (physical and technological) can be provided, following an approval process, to the appropriate campus facility planning personnel and to the MIT Division.	Summer 2009	Time Possible space consultant

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Develop plans for limited after-hour dining options to be implemented immediately (e.g., vending machines in cafeteria area, longer hours of snack bar for hot food, etc.).	Vice President for Student Affairs	Provides on-campus support to residential and non-residential students for evening activities.	Explore possible external providers to contract out the services.	Partially implemented. Pending end of vendor contracts is a factor. Summer 2009	Adding or changing vending contracts; minor changes in vending sites and security measures.
Improve Wellness Facilities.	Vice President for Student Affairs	Upgrading equipment will provide healthier beings; will provide a space that is conducive to the overall fitness for the community.	Assessment for the proper equipment based on the size of the fitness center and weight room.	COMPLETED Fall 2008	The possibility of a leasing agreement on a yearly basis for the needed equipment.
Identify and document existing sustainability activities.	Sustainability Task Force	Documentation will allow for the distribution of information to incoming students and parents as well as to the internal and external community on sustainability efforts; provides baseline data for leadership.	When the Sustainability Taskforce reconvenes in fall 2008, this will be a priority.	Fall 2009	Resources to be identified in the plan
Acquire recycling bins for all buildings.	Facilities Management and Services Department	Next step in the expansion of the campus recycling program.	Obtain a proposal to acquire recycling bins.	COMPLETED Fall 2008	Estimated \$50K investment
Identify faculty functions that are needed in Banner.	Provost and Vice President for Academic Affairs	Sets stage for implementation of Banner functions to enable the enforcement of advising requirements prior to class registration and other faculty advising functions, thus bringing Spelman up-to-date in this area.	Work with MIT, chairs/directors, deans and Faculty Council to identify functions needed and provided by Banner.	Summer 2009	Time

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Establish a basic technology standard configuration for all Spelman classrooms.	Vice President and CIO for Media and Information Technology	Provides a rubric for support staff to use in upgrading classrooms across campus so that there is campus-wide consistency, where appropriate.	The tiers are documented and will be reviewed with the Education Technology Committee, Faculty Liaisons and/or other appropriate stakeholders; where no technology exists in a classroom, installations will take place summer 2008 based on a template.	Rubric is established, and needs to be vetted and validated by faculty and students. Summer 2009	Based on approval, resources will be identified
Increase wireless coverage to all outdoor areas.	Vice President and CIO for Media and Information Technology	Allows campus personnel to work in the outdoor settings as needed at any given time.	Test installed configuration to validate appropriate campus-wide coverage.	Work in progress. April 30, 2009	Resources required based on validation and testing
Establish a Technology Advisory Committee.	Vice President and CIO for Media and Information Technology	Provide technology input and recommendations to MIT for approval by senior staff which represents the best interests of the constituent groups.	Identify representatives from all constituent parties. Participants should be nominated by related councils and confirmed by senior staff.	Fall 2009	To be determined based on approved recommendations
Restore the Faculty Liaisons for technology from each department and program.	Provost and Vice President for Academic Affairs	To provide ongoing input regarding departmental needs and to recommend technology policy in equipment acquisitions, training, and development of educational technology materials.	Educational Technology Committee to develop plan for acquiring input from the Faculty Liaisons.	Fall 2009	Time Commitment from department chairs and faculty
Conduct a site visit at University of Pennsylvania to identify best practices associated with community engagement and development.	LEADS	Determine best practices for a signature community development model for Spelman.	Scheduled visit for July 8, 2008.	COMPLETED Fall 2008	Dr. Beverly Tatum Dr. Jane Smith Dr. Sandra Patterson

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Improved Communications – “A Word from the President.”	Director for Office of Communications	Internal & External Community/Improved Communications/Updates on campus initiatives.	Coordination between President’s Office, EdMedia, and PR.	COMPLETED Fall 2008	Staff expertise in videotaping and compressing for use on website; and continuing to identify resources)
Implement an electronic Master Calendar (R25) to improve communication and coordination (schedule and facilities) for campus events across all constituencies.	Vice President for College Relations	Internal & External Community/Improved Communications/ Improves the level of service for all campus constituents.	Launch application and train constituents in summer 2009.	Fall 2009	MIT Communications Special Events
Identify internationalization outcomes.	Provost and Vice President for Academic Affairs	Faculty agreement on international outcomes for general education/ Establish direction for international initiatives.	Coordination between dean of undergraduate studies and Student Affairs.	Spring 2010	None