

CIBE SUB-COMMITTEE ACTION PROJECT PLANNING TEMPLATE

Sub-Committee Name:	Sub-Committee Co-Chairs:
Employee & Student Opportunity Gaps	Wendy Harness/Nola Barres
Sub-Committee Members:	Sub-Committee Administrative Liaison:
Cynthia Grether, Lori Kloc, John Harned, Erica Robb, Randy Hall, Anne Elias, Audra Swarthout, Tara Novak, Marcia Hulett-Jones	Jason Young, Wendy Childs, Chad Inabinet
1) Sub-committee's charge.	
Investigate, describe and discuss existing and emerging opportunity gaps among student and employee populations	
2) Action Project Title	
DID YOU KNOW Posters	
3) Description of Action Project	
Posters titled DID YOU KNOW to promote student resources/services available. Possibly develop a QR code with information that can be easily handed out.	
4) How does this action project align with the Strategic Focus Area (Student Success, Community Focus, Sustainability, People Focus)?	
Eliminate opportunity gaps for students based on lack of knowledge or ease of finding available resources.	
5) How does this action project align with the BEDI Framework Focus Areas (Students, Employees, Culture, Bias)?	
Eliminate opportunity gaps for all students but especially first gen students who are unaware of (free) student resources and services based on lack of college experience	
6) Approach for Implementation	
- Find data to see which services are underutilized and/or most needed. Place easy-to-read posters in student commons and hallways with pertinent information/resources -QR code card with student services information that can be handed out	
7) Persons Responsible	
No specific people assigned as of yet	
8) Affected Units or CIBE Sub-Committees	
This subcommittee only	

9) Resources Requested (What resources will you need? Please provide an estimate of the budgetary needs. Can the action project be accomplished through the reallocation of resources or will it require new funds?)
Poster Board,
10) Project Length
Undetermined – hang new posters with different resources monthly?
11) Tasks Associated with the Action Project
Obtain data regarding student services. Choose poster topics and create posters, hang posters etc.
12) Project Baseline Measures
13) Project Target Outcomes
Increase student awareness of services and resources - many that are free and easy to obtain
14) Indicators of Success of Action Project – How will you measure success? (e.g. enrollment, retention completion, equity data)
PROGRESS MONITORING
Please submit a progress update when you reach the mid-point in your action plan implementation.
CHECK/ASSESS
Overall Action Project Results
Identify Strengths
Identify Opportunities for Improvement
INNOVATE/ACT
Based in results, strengths, and opportunities what action will be taken as a result of this project? Is there an opportunity to innovate? What would an innovation entail? What are the budget implications?

Is this project complete? If yes, please begin the planning cycle again.