

# DI&A Implementation Plan & Report- 2020

## Introduction

*Note: This template adds one new table at the end. We recommend you copy & paste this table into your existing Implementation plan and update it accordingly.*

Provide a brief overview of the importance of DI&A to your unit. Think about your employees and who you serve. Where are opportunities to engage with DI&A? Provide relevant information about your unit: e.g. your scope and/or mission, the number and demographics of employees, clients (e.g. students) and/or stakeholders. Your unit will receive a report from DI&A with basic stats; feel free to use them here.

### **We recommend the following steps for the planning & reporting process:**

0. Review Mines Strategic Plan for DI&A and form a working group with representatives from all members of unit. Ensure diversity of the group; clearly establish expectations for roles and communication.
  - a. Check [www.mines.edu/diversity](http://www.mines.edu/diversity) to download the plan as well as find resources, ideas, and programs that you can use in your implementation plan.
1. Collect and analyze data; identify areas where you can have significant impact to support DI&A at Mines. Collect ideas from all members of the unit.
  - a. Identify where you need more data to make informed decisions, and include the data collection and analysis as part of your year 1 implementation plan.
2. Set goals, identify strategies, deliverables and metrics
  - a. Conduct a self-assessment and collect ideas from all members of the unit. We recommend that you include this as one activity in your year 1 implementation plan: request a survey for your unit from [www.mines.edu/diversity](http://www.mines.edu/diversity)
  - b. Identify strategies, programs, and activities that align with the areas where your biggest impact can be made (see the resources we have compiled online for ideas).
  - c. Complete the implementation plan template
3. Have your Plan reviewed by the DI&A team
4. Integrate feedback from DI&A, submit plan to your Dean or VP for review. Submit final plans to President Johnson. (See due dates below)
5. Implement the plan and track progress using your proposed metrics.
  - a. Be sure to publicly share your plan, your progress, and your successes!
6. Complete an annual report on progress. Revisit and update the implementation plan. (See due dates below)

#### **Important dates:**

- 2020 & subsequent years-

May 31	Draft Annual Report & updates to your implementation plan due to DI&A
June 14	Review and comments returned to you
June 30	Final Annual Report & Implementation Plan Due to President & Provost
September	Mines annual report on DI&A published

<sup>1</sup> Adapted from [UC Berkeley](http://ucberkeley.edu)

## Our process

Describe the process that you used to develop this plan & report. These plans are meant to be dynamic; please update your plan and programs as needed! Include the names of the leads as well as the %s of your unit members (e.g. employees, students) who were engaged in the process. Be sure that your DI&A leadership team is representative of your unit's membership (e.g. if you are a department, include faculty, staff, undergrad students, grad students and researchers).

**\*\*Your letterhead to the left \*\***

### Our plan

Each of your programs should map to a recommendation in the Mines DI&A Strategic Plan. View the appendix for more specifics on the recommendations. At the end of the year, you will report on your progress toward these outcomes, and you will need to provide data based on the metrics that you identify in the table below. Be sure to collect that data now so that you have a baseline to compare your progress to. And take pictures of your programs! The President’s office will highlight and reward exceptional activities and implementation plans.

As you identify actions & programs, please note that you don’t have to do everything under the sun. You should identify high impact activities (see the DI&A website for examples & guidance). For example, if your department has a low retention or graduation rate for women or underrepresented students, you should design programs based in best practice to address that issue. If your unit has a high staff turnover or the demographics of your student workers are not diverse, you should design programs to address those issues. The table below is pre-populated with examples.

Strategic Plan Alignment	Action/Program	Short term outcomes (1-2 years)	Long term outcomes (by Mines@150- 5 years)	Responsible	Metrics & baseline data
Culture #3	Conduct a self-assessment of our unit’s culture & needs wrt DI&A	Helps us identify what best practices we are already doing, and prioritize areas for improvement. We will do both the online survey & focus groups.	Compare to the Mines contracted survey (starting in 2020) and evaluate improvements to climate for all implementation plan programs.	Give names	Data reported in the survey
Rewards #2	Nominate someone or a group for DI&A awards	Raise awareness of our DI&A efforts, nominate at least 1 person/group per year.	Raise awareness of our DI&A efforts. Have received one DI&A award.		# nominations, # awards
Shared Resp #3	Encourage faculty/staff to participate in advocates & allies training. Have at least one trained advocate in the unit	Our male faculty/staff become comfortable with topics of DI&A and the challenges facing our students/colleagues	Our male faculty/staff become active allies & advocates to support DI&A across campus and in our unit.		% employees with training/ participating
Culture #1	Have all instructors and TAs complete inclusive classroom checklist	Unit has a better sense of what best practices we are employing in class. Instructors and TAs are introduced to inclusive classroom best practices	More instructors are implementing inclusive classroom best practices.		% instructors completing checklist, % of best practices used in class
Data #1	Evaluate faculty service load	Identify any inequities in service loads.	Have a fair and equitable allocation of service.		Service hours, # of services per faculty
Shared Resp #3	Evaluate faculty/staff efforts to learn about and support DI&A	Our faculty/staff become comfortable with topics of DI&A and the challenges facing our students/colleagues	Our faculty/staff become active in supporting DI&A across campus and in our unit.		% employees participating, evaluate climate survey

### Our Progress

**\*\*Your letterhead to the left \*\***

<b>Strategic Plan Alignment</b>	<b>Action/Program</b>	<b>Status: Complete, Ongoing, Future plans, Stalled, or Removed</b>	<b>Data &amp; Outcomes</b>
Culture #3	Conduct a self-assessment of our unit's culture & needs wrt DI&A	<b>Complete:</b> Add a description of your outcomes & accomplishments	Summarize data here, &/or below in another section if needed
Rewards #2	Nominate someone or a group for DI&A awards	<b>Ongoing:</b> Add a description of your outcomes & accomplishments >Describe next steps	
Shared Resp #3	Encourage faculty/staff to participate in advocates & allies training. Have at least one trained advocate in the unit	<b>Stalled:</b> Description of your outcomes & accomplishments >Describe challenges if relevant & next steps	
Culture #1	Have all instructors and TAs complete inclusive classroom checklist	<b>Removed:</b> Describe why you are removing this program	
Data #1	Evaluate faculty service load	<b>Future plans:</b> Briefly give timeline for when you'll tackle this plan	
Shared Resp #3	Evaluate faculty/staff efforts to learn about and support DI&A	<b>Ongoing:</b> Add a description of your outcomes & accomplishments >Describe next steps	

**Notes on terms for your plan:**

- Use the term underrepresented student, group, or people.
- The strategic plan refers to all divisions, departments, and units as 'units'
- Use the acronym DI&A for Diversity, Inclusion & Access.
- Mines style guidelines use Gotham or Calibri fonts and do not use the oxford comma
- Please be sure to delete all of these tips and notes before submission!

**Need help?**

- With questions regarding this template, submission guidelines and review process, contact DI&A (diversity@mines.edu).
- Guidance on the implementation planning process as well as resources and ideas for your implementation plan are on the Mines DI&A website ([www.mines.edu/diversity](http://www.mines.edu/diversity)).
- You should have received a report summarizing DI&A data for your unit by the end of March; contact DI&A (diversity@mines.edu) for assistance.