

\*\*\*your letter head here



DI&A Implementation Plan Progress Report

This template adds two (2) new columns to your existing implementation plan report. We recommend you model your annual progress report off the sample provided below.

**1**

**2**

Strategic Plan Alignment	Action/Program	Status: Complete, Ongoing, Future plans, Stalled, or Removed	Data & Outcomes
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	

Sample annual report template

What's needed in your annual progress report:

- 1) Update your implementation plan introduction
  - a. Provide a brief overview of the importance of DI&A to your unit. Think about your employees and who you serve.
  - b. 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 diversity report from Mines DI&A with basic stats; mention your results in this section.*
  - c. Include the names and roles of people who are engaged on your unit or department's diversity committee
- 2) Update your plan
  - a. Add two columns to your original implementation plan template (see sample on page 1)
  - b. Color code column 1 so it's easy to tell which goals are completed (dark green), on-going (light green), stalled (yellow), removed (red), future plans (white), or new (purple)\*.
  - c. Add comments about your progress/challenges in column 1
  - d. If goals are completed, summarize data & outcomes in column 2

### Important Dates\*\*

2020 & subsequent years

March - Diversity unit reports sent to each department/campus unit

May 31 - Draft progress report due to Mines DI&A [diversity@mines.edu](mailto:diversity@mines.edu)

June 14 - Review and comments returned

June 30 - Final progress report due to Mines DI&A [diversity@mines.edu](mailto:diversity@mines.edu)

July 1 – Progress reports reviewed by President

\* New goals are goals that have been added to your plan since prior year's progress report (i.e., goals surrounding COVID-19, racial equity, etc.). You are encouraged to examine your diversity unit report and add goals that can be mapped to a recommendation in the [Mines DI&A Strategic Plan](#) (view the [appendix](#) for specifics on the 24 recommendations). For example, if your department has low retention or graduation rates for underrepresented students, you could design a program rooted in best practice to address this.

\*\*If date falls on the weekend or a holiday, due date is the next working day.