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.

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

*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
June 14 - Review and comments returned
June 30 - Final progress report due to Mines DI&A 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.