

HLC Monitoring Report Key Activity Chart

Task	Person responsible	Date due	Progress to date
1. Strategic Plan	Mike Schaefer and SPARC	1/15/2012	
2. Diversity Plan Assurance section 4.1 page 31	Maurice Lee	1/15/2012	
3. Governance and communication Assurance section 4.2 page 31	Janet Wilson Brad Teague	1/15/2012	
4. Academic Assessment Assurance section 4.3 page 31	Lynn Burley	1/15/2012	
4a. Gen ED mission/learner outcomes/assessment	Lynn Burley and Conrad Shumaker	1/15/2012	
5. Institutional Assessment Assurance section 4.4 page 31	Lynn Burley and Jonathan Glenn	1/15/2012	
6. Finance	Diane Newton	12/15/2011	

Task	Person responsible	Action Steps	Progress to date
1. Strategic Plan	Mike Schaefer Neil Hattlestad	Finalize list of goals and estimated costs for AY 2011-2012	SPARC is working on reducing the length of the UCA mission to a 10 to 15 word sentence to ensure campus-wide understanding of the mission, and continuous reference to the mission in all decision-making. The process of identifying action steps under each of the 6 initiatives has begun. SPARC will have its recommendations for action steps in the first year of its 5-year long range plan by mid-October. Action steps for the remaining 4-year period of the plan will be adopted by the end of November.
2. Diversity Plan	Maurice Lee	Discuss plans with UCA Affirmative Action Officer Consult with other institutions re. their strategic plans for diversity/develop a recommendation for employment of assoc. VP for diversity	Lee will review diversity programs in other universities, including trips to Oklahoma State University, UAF, UALR, and Mid-South Community College. Met with the UCA Affirmative Action Officer. Meeting with campus groups such as staff senate, student senate, etc. to determine areas of focus on diversity. Lee will develop recommendations for qualifications of UCA's Chief Diversity Officer, a suggested flow chart showing the administrative relationship of that individual to other administrators, and support staff required for the UCA Office on Diversity.

3. Governance and communication	Janet Wilson Brad Teague	Determine level of faculty/ satisfaction governance/communication	Organized task force to develop a diversity statement to be included in all handbooks, the UCA home web page, and other publications. Preparing a survey to determine level of satisfaction among all employees with existing channels of communication, and decision-making processes.
4. Academic Assessment	Lynn Burley	Establish centralized collection point for all assessment data. Expand references to Diversity in Faculty Handbook	Appointed director of academic assessment (Lynn Burley) Provide consultation/workshops on assessment for faculty. Planning to establish a Web page for presentation of results of assessment. Assessment task force is appointed and working. Selected faculty will participate in HLC Assessment Academy. Create university committee on student evaluations.
4a. Gen ED mission/learner outcomes/assessment	Conrad Shumaker	Coord work of Gen. Ed. Council in clarification of Mission/ learner outcomes/eval of gen. ed.	Shumaker and Burley will attend AAC&U conference on General Education and Assessment in February. Conducting evaluations of course assessment procedures in each general education course. Gen. Ed. Director to participate in HLC Assessment Academy. Developing a budget for gen. ed. Begin mapping and evaluation of capstone courses. Administer proficiency profile to selected entering freshmen.
5. Institutional Assessment	Jonathan Glenn	Organize and collect strategic plans/rubrics/ and systematic plans for data analysis and improvement of all non-instructional units.	Glenn prepared a template for strategic planning and assessment plans for all non-instructional units. Glenn is meeting with all non-instructional units to assist with planning and assessment. Glenn and the IT Team are developing a strategic plan for IT at UCA.
6. Finance	Diane Newton	Responsible for coordination of the financial recovery plan.	The Financial Recovery Plan was submitted to the HLC, and monitoring of the plan is ongoing. Newton will write a description of steps taken to develop the Financial Recovery Plan and procedures that will be followed in regular follow up of the plan. Working with the Budget Advisory Committee, Newton will ensure that all have a voice in budget allocation decisions to foster transparency.