DSP Reporting Prep Outline

Download the outline here: https://uca.edu/go/dsp-report-prep.

This outline is intended to assist in collecting information for the annual diversity, belonging, inclusion, and equity (DBIE) "activity report" ("activity" should be understood broadly enough to include meanings such as *event*, *project*, *initiative*, *programming*, *study*). Thinking through the report ahead of time will make entering the report into the online survey more efficient. Each report should include a response for every item in the survey.

Identifiers

The **Identifiers** section appears only once for each submission (each submission allows as many as 10 activities to be reported). The "Identifiers" required include (1) the name of the person completing the report ("reporter"), (2) the reporter's email address, and (3) the college/division for which the activities are being reported.

Activity Reporting

Identify the department/unit for which the report is being submitted.

Title of the Event/Activity

Who is impacted by the reported activity? Check one or more.

- ☐ Students
- ☐ Faculty
- ☐ Staff
- ☐ Other   Specify briefly.

Which outcome/goal are you reporting? Select <u>one</u>. Then select the associated DBIE Key Performance Indicator (KPI) that best fits your initiative <u>or</u> select N/A. [Note that you will see only one set of KPIs/report. Which one depends on the Goal you select.]

- ☐ Goal 1 - Recruitment and Retention
    - ☐ KPI1 - Admissions demographics for undergraduate and graduate students
    - ☐ KPI2 - Faculty and staff interview and hiring processes
    - ☐ KPI3 - Faculty and staff career advancement
    - ☐ KPI4 - Satisfactory Academic Performance rates, Retention rates, Graduation rates, and DFWI rates of various demographic groups (e.g., First Gen, Pell Grant/low income, Gender, Ethnicity)
    - ☐ KPI5 - Campus Climate Survey and National Survey of Student Engagement
    - ☐ N/A

☐   Goal 2 - Support

      ☐   KPI 1 - Number of internal grants and contracts awarded to faculty and staff that examine or focus on DBIE

      ☐   KPI 2 - Departmental/Division/Unit funds supporting/promoting DBIE

      ☐   KPI 3 - SGA funding awarded to RSOs supporting/promoting DBIE

      ☐   KPI 4 - Number of minority vendor contracts

      ☐   KPI 5 - Community education and development initiatives focused on DBIE

      ☐   N/A

☐   Goal 3 - Knowledge

      ☐   KPI 1 - Percentage of employee groups completing university training courses

      ☐   KPI 2 - Percentage of course offerings and/or experiences that provide cultural awareness

      ☐   KPI 3 - Study abroad participation rates (by faculty, staff, and students)

      ☐   KPI 4 - Service-learning participation rates (by faculty, staff, and students)

      ☐   N/A

Did this activity require funds to be expended? Check one.

☐   Yes

☐   No

Indicate total funds spent (or enter N/A if none).

Identify funding source(s) (or enter N/A if no funds spent).

Date/Start Date/Timeline

Faculty/Staff Sponsor(s), On- or Off-Campus Partner(s)

Activity Details

Measures

Describe how you measure(d) the success of the event/activity.

Current Status. Check one.

☐   Planned (not yet implemented)

☐   In Progress

☐   Completed

Challenges and Barriers

Describe any challenges or barriers you encountered while developing and/or implementing this activity/event.

Evidence of Outcomes

Was the activity/event successful? If so, how do you know? If not, what changes would you make in order to increase the likelihood of success in the future?