

The following is adapted from “Action Planning for Global Education,” by World View, an International Program for Educators at the University of North Carolina at Chapel Hill

Faculty for the Engaged Campus Community-Engaged Scholarship Faculty Development Charrette Action Plan Guide

A key goal of the Faculty for the Engaged Campus Charrette is for each team to leave with an Action Plan for their campus around faculty development for community-engaged scholarship (CES).

Introduction

The Action Plan is a guide to planning for change, and it describes:

- A clear picture of where you are going
- How you are going to get there
- Who and what are involved
- The timeframe
- Means to monitor programs and assess success

Elements of the Action Plan

- Goal(s)
- Objectives
- Actions Needed
- Persons or Units or Departments Needed
- Resources Needed
- Timeframe
- Monitoring and Evaluation Methods

Goal: _____

Objective: _____

IMPLEMENTATION			EVALUATION	
What needs to be done?	By whom and when?	What resources?	What evidence indicates progress?	How and when will evidence be gathered?

Activities for Creating Action Plans

1. **Determine the baseline status of community-engaged scholarship faculty development through self-assessment and SWOT analysis (pre charrette assignments).**

2. **Ask basic questions**

After the baseline status is identified, ask questions: What will we work toward? Why? Answering these questions is at the heart of the Action Plan, leading directly to the formulation of the Goal and Objectives.

3. **Identify the Goal and Objectives**

The format of the Action Plan template provided here combines Goal and Objectives. Thinking of them as related, but stating them separately is recommended.

Goal: Expresses a clear and general sense of direction, a purpose, an aim. It should focus on the most important outcome to be achieved, or benefit that will be derived from implementing an Action Plan.

Objectives: Are the more specific, and express what will be different as a result of implementation. In many ways, objectives express the strategy that has been decided on and the desired accomplishments.

Goal: Promote CES as valued form of scholarship

Additional Examples of Goals:

- Better integrate CES across all Departments
- Increase the percentage of faculty members involved in CES
- Promote CES as a legitimate and valued form of scholarship within the promotion and tenure process

Examples of three Objectives that describe how the Goal will be achieved (at three different levels):

University level: Hold annual campus-wide faculty convocation around CES.

School level: Incorporate CES into ongoing brown bag lunch research series.

Department level: Establish CES faculty mentor program.

4. Implementation, and Monitoring and Evaluation

Activities: Activities are the ways and means (initiatives, changes, events, etc.) by which objectives are achieved and evaluated.

- What needs to be done? What actions will promote or support (goal)? What is needed to “Promote CES as valued form of scholarship?”
- By whom and by when? Who, or what units will be responsible for planning and carrying out the activity? What timeframe is being allocated for each activity?
- What resources? What resources are necessary to implement or evaluate the activity? What are possible sources of those resources?
- What evidence indicates progress? Put in place measurable indicators, such as rates of participation or attendance, that demonstrate evidence of progress.
- How and when will evidence be gathered? How will the indicators be measured or the evidence gathered, and how often should this be done?

5. Action Plans as Works in Progress

The Action Plan is a work in progress. It requires monitoring, discussion of progress, changes and revisions where indicated, and consistent updating. For example, the levels of action, identified in #1 might shift, depending on progress.

6. Realism and Vision

Teams are urged to be realistic, creative, and idealistic, all at once. Realism contributes to the Plan’s credibility, feasibility and success. Without creativity and idealism, the vision may be too conservative to attract sources, resources and widespread support and enthusiasm.



