



2016-2017
DIVISION COMMITTEE ON COMMUNITY AND DIVERSITY
PLANNING AND ASSESSMENT REPORT WORKSHEET

Due Date: **November 15, 2016**
Submit to: **Brittany Settoon, brittany.settoon@emory.edu**
Office of the Provost, Planning and Budgeting

INSTRUCTIONS

Please complete the following worksheet.

We will use the information you provide in this worksheet to 1) prepare a summary report of community and diversity efforts for Emory's executive leadership, 2) provide recommendations to executive leadership, 3) identify promising practices to share with the Emory community, 4) monitor your division/entity's progress on community and diversity goals, and 5) provide feedback to your division.

Complete each section of the worksheet:

- I. Introduction**
- II. Updates: 2015-2016 Goals**
- III. Plans: 2016-2017 Goals**
- IV. Additional Questions**

Be sure to fill in each box in Sections II and III. Because divisions will be evaluated on the quality of their community and diversity continuous improvement processes, these sections are the most important parts of the report.

- **List no more than 3 priority goals.**
- **Each goal must have at least one target outcome, action, and assessment.**
- **Do not present a narrative of goals, actions, and assessments; use the worksheet provided.**
- **Section II refers to activities occurring during the 2016 fiscal year (Sept 1, 2015 – August 31, 2016).**
- **Section III refers to plans for the 2017 fiscal year (Sept. 1, 2016 – Aug. 31, 2017).**

For questions about the worksheet and report, please contact the ACCD chair, Dona Yarbrough, at dona.yarbrough@emory.edu.

Submit your final report (pages 4-10) to brittany.settoon@emory.edu by November 15.

DCCD Report Worksheet Definitions and Examples:

Goal – A priority, strategic objective for the division. Goals must be ambitious but realistic, time-bound, and measurable. Multi-year goals are encouraged. A goal is NOT a small action (“provide a cultural competency workshop”) or a routine organizational objective (“continue current hiring practices”).

Examples:

- Complete assessments and develop action plans of hospital facilities accessibility for 3 populations by August 2017.
- By January 2018, increase by 10 points the mean overall employee engagement score for employees over age 55.
- Increase Black and Hispanic faculty from 5% to 10% of faculty by 2020.

A goal must be supported by evidence, for example a workforce analysis, satisfaction survey, best practice according to an expert, or legal/regulatory requirement.

NOTE: Especially for hiring goals, demonstrate that your goal is attainable. For example, why do you think you can increase the number of Black and Hispanic faculty to 10%? Cite evidence such as workforce and underutilization analysis and benchmarking results as evidence that the goal is attainable. For assistance with determining hiring goals, contact

- Emory University: Chaneta Forts, 404-727-9394
- Emory Healthcare: Davina Godwin, 404-686-8443

Target Outcome – The measurement that will be used to determine whether the goal has been met. The target is typically a number.

Examples:

- Three action plans based on assessment reports submitted to CEO by August 31, 2017.
- Annual employee engagement survey results show 10-point overall improvement from 2014 to 2018.
- By 2020, the school will increase by 10% the number of fulltime Black and Hispanic faculty.

Action – A specific, concrete activity that must be accomplished in order to reach a goal.

Examples:

- Conduct ADA assessment of facility by May 31, 2017.
- Launch pilot SILVER program for employees over 55 by October 1, 2016.
- Train 90% of department chairs in faculty recruitment and hiring procedures by August 2018.

Responsible Person – The person and office that has been charged to or has volunteered to complete the action. Usually this is the person whose job duties include the action needing to be performed.

Responsible Office – The office responsible for the action. Please provide both person and office.

Assessment Method – The way, technique, or process by which one evaluates or measures the success of an action.

Examples:

- Review ADA assessment report.
- Count number of eligible employees enrolled in SILVER program and review results of program satisfaction survey.
- Faculty recruitment and hiring workshop attendance records.

Assessment Results – A summary of the results of your assessment of the action.

Examples:

- The ADA assessment noted 3 high severity barriers, 5 moderate, and 15 low. [Include a table summarizing the kinds of barriers.]
- The number of eligible employees enrolled in SILVER program increased by 20% (132) from August 2016 to August 2017. Results of the program satisfaction survey given to all training participants are as follows: [Include summary results table.]
- Workshop attendance records indicate that 50% of department chairs were trained in the fall of 2016.

I. Introduction

1. DIVISION/ENTITY NAME:

2. DIVISION/ENTITY LEADER:

3. DIVISION COMMITTEE ON COMMUNITY AND DIVERSITY

CHAIR(S):

MEMBERS:

4. HOW OFTEN DID YOUR COMMITTEE MEET DURING THE PAST FISCAL YEAR (SEPTEMBER 1, 2015 – AUGUST 31, 2016)? _____

5. HOW OFTEN DID YOUR COMMITTEE MEET WITH YOUR DIVISION LEADER (DEAN, CEO, VP, ETC.) DURING THE PAST FISCAL YEAR? _____

6. WERE DCCD GOALS COMMUNICATED TO THE ENTIRE DIVISION DURING THE PAST FISCAL YEAR? yes no I don't know.

7. IF SO, HOW?

8. SUMMARY INTRODUCTION: *Please provide a short introduction to your report and describe how this report aligns with your division's strategic plan. (1 page maximum).*

II. Updates on Last Year's Goals: 2015-16

PROVIDE AN UPDATE ON THE GOALS OUTLINED IN YOUR 2015-16 DCCD REPORT.

1. GOAL 1:

2. TARGET OUTCOME(S):

A. Did you meet this goal? yes no

B. If yes, provide evidence that you met this goal:

C. If no, what is the expected completion date?

a. Will this goal continue in 2016-17? yes no

b. If not, why not? In process, **expected** completion date:

3. ACTION A:

A. Action is: Complete
 In process, **expected** completion date:

B. Assessment Method(s):

a. Assessment results:

4. ACTION B:

A. Action is: Complete
 In process, **expected** completion date:

B. Assessment Method(s):

a. Assessment results:

ADD ADDITIONAL ACTIONS/ASSESSMENTS AS NEEDED.

5. GOAL 2:

6. TARGET OUTCOME(S):

A. Did you meet this goal? yes no

B. If yes, provide evidence that you met this goal:

C. If no, what is the expected completion date?

a. Will this goal continue in 2016-17? yes no

b. If not, why not?

7. ACTION A:

C. Action is: Complete
 In process, **expected** completion date:

D. Assessment Method(s):

a. Assessment results:

8. ACTION B:

C. Action is: Complete
 In process, **expected** completion date:

D. Assessment Method(s):

a. Assessment results:

ADD ADDITIONAL ACTIONS/ASSESSMENTS AS NEEDED.

9. GOAL 3:**10. TARGET OUTCOME(S):**

A. Did you meet this goal? yes no

B. If yes, provide evidence that you met this goal:

C. If no, what is the expected completion date?

a. Will this goal continue in 2016-17? yes no

b. If not, why not?

11. ACTION A:

E. Action is: Complete
 In process, **expected** completion date:

F. Assessment Method(s):

a. Assessment results:

12. ACTION B:

E. Action is: Complete
 In process, **expected** completion date:

F. Assessment Method(s):

a. Assessment results:

ADD ADDITIONAL ACTIONS/ASSESSMENTS AS NEEDED.

III. Goals for the This Year: 2016-17

PLEASE PROVIDE THE TOP 3 COMMUNITY AND DIVERSITY GOALS YOUR DIVISION/ENTITY WILL PURSUE DURING THE 2016-17 FISCAL YEAR. THESE CAN BE NEW OR CONTINUING GOALS.

1. GOAL 1:

A. This goal is New Continuing

B. What evidence supports the need for this goal?

2. TARGET OUTCOME(S):

A. When do you plan to complete this goal?

3. ACTION A:

A. Responsible Person:

B. Responsible Office:
C. Assessment Method(s):
D. Expected Completion Date:

4. ACTION B:
A. Responsible Person:
B. Responsible Office:
C. Assessment Method(s):
D. Expected Completion Date:

ADD ADDITIONAL ACTIONS AS NEEDED.

5. GOAL 2:
A. This goal is <input type="checkbox"/> New <input type="checkbox"/> Continuing
B. What evidence supports the need for this goal?

6. TARGET OUTCOME(S):
A. When do you plan to complete this goal?

7. ACTION A:
A. Responsible Person:
B. Responsible Office:
C. Assessment Method(s):
D. Expected Completion Date:

8. ACTION B:
A. Responsible Person:
B. Responsible Office:
C. Assessment Method(s):

D. Expected Completion Date:

ADD ADDITIONAL ACTIONS AS NEEDED.

9. GOAL 3:

A. This goal is <input type="checkbox"/> New <input type="checkbox"/> Continuing
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B. What evidence supports the need for this goal?

10. TARGET OUTCOME(S):

A. When do you plan to complete this goal?
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11. ACTION A:

A. Responsible Person:

B. Responsible Office:

C. Assessment Method(s):

D. Expected Completion Date:

12. ACTION B:

A. Responsible Person:

B. Responsible Office:

C. Assessment Method(s):

D. Expected Completion Date:

ADD ADDITIONAL ACTIONS AS NEEDED.

IV. ADDITIONAL QUESTIONS

1. DESCRIBE ANY CHALLENGES ENCOUNTERED IN THE LAST YEAR THAT AFFECTED PURSUIT OF YOUR COMMUNITY AND DIVERSITY GOALS, ACTIONS, AND ASSESSMENTS.

2. LIST ANY ADDITIONAL COMMUNITY AND DIVERSITY OPPORTUNITIES OR ACCOMPLISHMENTS DURING THE LAST YEAR.