Accepted Recommendations from the
Student Affairs Staff Survey Working Group
Last Updated 8/31/2017

Broad Themes Identified by the Working Group
1. Purposeful Communication
2. Opportunity for Collaboration and Community
3. Increase Appreciation and Value for Staff
4. Investment in Staff
5. Establish Baseline Understanding of Diversity and Inclusion

Purposeful Communication

<table>
<thead>
<tr>
<th>Recommendation</th>
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<tbody>
<tr>
<td>Develop a process for employees' feedback to be considered into their supervisor’s annual performance evaluation.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Audit current Division-wide electronic distribution lists for accuracy.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Maintain standardized processes to add new Division staff email addresses to the distribution lists for the Division newsletter and the ASD newsletter.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Vice President and Associate Vice Presidents host quarterly “fireside chat” or “Town Hall” meeting open to all Division staff.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Conduct communication survey with Division to ensure communication strategies and methods are optimized.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Add a newsletter archive section to the Vice President’s website for historical record keeping and reference.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Encourage departments to conduct their own assessment of staff survey results and what could be done within in their own department to address findings.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Audit and/or assess existing Divisional new employee orientation curriculum for effectiveness.</td>
<td>In Process</td>
</tr>
<tr>
<td>Audit and/or assess existing departmental new employee orientation curriculum for effectiveness.</td>
<td>In Process</td>
</tr>
<tr>
<td>Audit trends and patterns of staff retention in, around, and out of the Division and University.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Create a standardized on-boarding and off-boarding checklist or curriculum for Division staff. Curriculum should include a hard copy reference guide for frequently asked questions and other common challenges.</td>
<td>In Process</td>
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<tr>
<td>Create an exit interview process for Student Affairs staff to participate in when leaving the Division in order to provide valuable ongoing feedback.</td>
<td>Addressed</td>
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### Opportunity for Collaboration and Community

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<tr>
<td>Collect list of “lead programming” staff in each department and post in common space for improved cross-departmental communication.</td>
<td>Pending</td>
</tr>
<tr>
<td>Encourage lead programming staff in each department to meet annually to determine similar programs that could benefit from collaboration and reduce duplicity.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Host opportunities to educate staff on functional role of each department and possible opportunities for collaboration.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Establish online “spotlight” for each department on the Student Affairs homepage as a front page feature or in the Student Affairs e-newsletter.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Investigate the possibility of coordinating a Division day of service where interested Division staff could serve alongside each other.</td>
<td>Pending</td>
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### Increase Appreciation and Value for Staff

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<tr>
<td>Coordinate communication from the Division about this working group and what action(s) have or will be taken in response.</td>
<td>Addressed</td>
</tr>
<tr>
<td>Initiate a leadership development inventory and/or curriculum (starting with members of Leadership Team) to enhance voice of appreciation within departments.</td>
<td>Pending</td>
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### Investment in Staff

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<tr>
<td>Create space on the Student Affairs website that includes an exhaustive listing of professional development opportunities.</td>
<td>In Process</td>
</tr>
<tr>
<td>Require departments to check-in with staff on institutional policies (i.e. crisis management, NDAH, etc.) on a regular schedule.</td>
<td>In Process</td>
</tr>
<tr>
<td>Look for opportunities to utilize Divisional work teams made up of members from various departments to accomplish specific work.</td>
<td>Addressed</td>
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### Establish Baseline Understanding of Diversity and Inclusion

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<tr>
<td>Establish a common language and understanding for diversity and inclusion knowledge and practices within the Division.</td>
<td>Pending</td>
</tr>
<tr>
<td>Conduct a facility assessment to determine if our physical spaces support a diverse staff (nursing spaces, spiritual practices, gender neutral/family bathrooms, mobility, etc.).</td>
<td>Pending</td>
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