

CIBE SUB-COMMITTEE ACTION PROJECT PLANNING TEMPLATE

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| Sub-Committee Name: | Sub-Committee Co-Chairs: |
| Employee & Student Opportunity Gaps | Wendy Harness/Nola Barres |
| Sub-Committee Members: | Sub-Committee Administrative Liaison: |
| Cynthia Grether, Lori Kloc, John Harned, Erica Robb, Randy Hall, Anne Elias, Audra Swarthout, Tara Novak, Marcia Hulett-Jones | Jason Young, Wendy Childs, Chad Inabinet |
| 1) Sub-committee's charge. | |
| Investigate, describe and discuss existing and emerging opportunity gaps among student and employee populations | |
| 2) Action Project Title | |
| HR Entry/Exit Interview Questionnaire Review | |
| 3) Description of Action Project | |
| Review existing exit questionnaire and work with HR to evaluate the creation of a new hire questionnaire that measure DEBI when an employee starts at the institution and when they leave. | |
| 4) How does this action project align with the Strategic Focus Area (Student Success, Community Focus, Sustainability, People Focus)? | |
| Eliminate opportunity gaps for employees by providing a better evaluation of the BEDI experience throughout the time at Delta. | |
| 5) How does this action project align with the BEDI Framework Focus Areas (Students, Employees, Culture, Bias)? | |
| Helps Human Resources evaluate an employee's understanding of the college's BEDI framework when they start at the institution and provide an opportunity for manager training if there is any initial disconnect. The exit interview could assist HR in evaluating if BEDI framework was upheld during the employee's time at the institution. | |
| 6) Approach for Implementation | |
| Evaluate current HR Exit Questionnaire and provide recommendations of how BEDI framework could be incorporated; research Entry Questionnaire's to provide HR with a recommendation to be reviewed. | |
| 7) Persons Responsible | |
| No specific people assigned as of yet | |
| 8) Affected Units or CIBE Sub-Committees | |
| Human Resources | |

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| 9) Resources Requested (What resources will you need? Please provide an estimate of the budgetary needs. Can the action project be accomplished through the reallocation of resources or will it require new funds?) |
| No budgetary needs at this time. |
| 10) Project Length |
| <1 year |
| 11) Tasks Associated with the Action Project |
| Review questionnaires; research other institutions that may be using an entry questionnaire |
| 12) Project Baseline Measures |
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| 13) Project Target Outcomes |
| An entry and exit questionnaire that includes evaluating an employee's experience at Delta that BEDI framework impacts. |
| 14) Indicators of Success of Action Project – How will you measure success? (e.g. enrollment, retention completion, equity data) |
| HR receives quality data that could be used in recruiting and retention efforts to ensure that employees feel a sense of belonging and inclusion as an employee |
| PROGRESS MONITORING |
| Please submit a progress update when you reach the mid-point in your action plan implementation. |
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| CHECK/ASSESS |
| Overall Action Project Results |
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| Identify Strengths |
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| Identify Opportunities for Improvement |
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| INNOVATE/ACT |
| Based in results, strengths, and opportunities what action will be taken as a result of this project? Is there an opportunity to innovate? What would an innovation entail? What are the budget implications? |
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Is this project complete? If yes, please begin the planning cycle again.