Center for Community Engaged Learning
Program Review Action Plan
Spring 2016

Recommendation	Plan of Action	Timeline
Mission Goals and Outcomes		
1. Strategic Positioning Place CEL at the center of the intersection of WSU's three core themes of Access, Learning and Community.	1. Meet with Provost to identify appropriate next steps for facilitating a set of conversations with the most appropriate decision-making bodies about this recommendation. 2. Revisit metrics for accreditation. • Evaluate current vision for CEL in *Learning*, *Community* and *Access* core themes. • Evaluate what would need to be changed or added for CEL to be represented in all three core themes and/or at the intersection of all three core themes. • Meet with: Eric Amsel, Gail Niklason, Heather Chapman, Jessica Oyler • All proposed changes need to presented to Planning Council.	May 2016 - Meet with Provost – Associate Provost for High Impact Programs and Faculty Development takes the recommendation to Provost's Council in May 2016 and to the Academic Affairs Strategic Planning Retreat scheduled for summer 2016. June 1, 2016 - Revisit metrics – begin meetings with accreditation team. If proposed changes are accepted by accreditation team, have a new proposal ready to present at next Planning Council meeting scheduled for Fall 2016.
Programs and Services		
2. Making CEL Pervasive Create a coordinator between CCEL and WSU colleges who is responsible for coordinating college liaisons to: • Make CCEL resources more available to faculty in colleges. • Create deeper partnerships with department chairs. • Help departments better understand democratic engagement and community research as additional pathways to service. • Enhance existing engaged department efforts.	1. Reach out to faculty senate chair and request a Community Engaged Learning committee be formed through faculty senate. • Committee would be chaired by CCEL Faculty in Residence • Committee membership would consist of a representative from each college who would act as a liaison between CCEL and their college • Committee would be modeled after TLA committee • Committee would be tasked with evaluating CEL curriculum as well and therefore replace current CEL curriculum committee.	May 2016 – present faculty senate chair with proposal for creating the CEL committee

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Programs and Services (cont'd)		
3. Providing better support for: Underrepresented Students, Campus Outreach Partners and Pathways for Students • Support underrepresented students and campus outreach partners better. • Create clear community engagement pathways for students to follow from freshman to senior year.	1. Hire a CCEL Director who will then be charged with hiring a program coordinator to support these efforts. 2. Craft a job description with role and responsibilities of Program Coordinator. 3. Hire a Program Coordinator tasked with supporting these constituent populations and building community engagement pathways for students. 4. Need to secure the other half of the necessary hard funding from SFRC January 2017 for this position. Funding has been secured for a 1-year position only to date. Only half of the necessary funding is on-going to date.	Fall 2016 - CCEL Director hired. July 1, 2016 - Job description crafted. January 1, 2017 - Program Coordinator hired. January 2017 - Request other half of necessary on-going funds from SFRC.
4. WeberSync Offer more and earlier training to provide better communication to campus about WeberSync.	1. Develop a communication and training strategy for 2016-17 academic year. Parties to involve: Jenny Frame (CCEL), Ty Naylor (IT), Savanna Grotz (SA Assessment), Tara Peris (SIL), Mike Moon (CCEL) 2. Implement the strategy	June 2016 – Mike Moon pulls committee together to design communication and training strategy August 2016 - Implement the strategy
Facilities and Equipment		
5. Space Expand CCEL space in its current location in the Shepherd Union.	1. Explore the possibility of expanding into areas adjacent to CCEL as campus renovations and building projects occur. 2. Director of CCEL continues conversations with administration regarding space needs with the goal of having a proposed plan for expanded space by May 2017. 3. Support a space assessment or inventory if one is conducted by Shepherd Union building director.	June 1, 2016 - Director of CCEL meets with Vice President for Student Affairs, Provost and Associate Provost for High Impact Programs to discuss CCEL Program findings regarding space needs. May 2017 – proposed plan for expanded space.
Leadership and Staffing		
6. Search for and Hire New Director of CCEL Hire a new director for CCEL using the recommendations of the site review team regarding the composition of position and description and selection process. • Director will be charged with developing a strategic planning document identifying what CCEL can and cannot do for each stakeholder group (both internally and externally). • Director will be charged with clarifying and reinforcing what the lines between CCEL and SIL mean and processes that should be implemented to honor and respect the relationship between the two areas.	1. Craft a call for applications using the guidance listed in the review team document p. 12. 2. Associate Provost for High Impact Programs acts as mentor to new CCEL director especially during first year transition.	April 15, 2016 - Draft of call and job description May 15, 2016 - Call for applications goes out June 15, 2016 - Review of applications begins Goal is to have Director hired in time to begin the Fall 2016 semester

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Finances and Budget		
7. Supporting a complex budget Create a half-time Grant Manager position to alleviate some of the financial management burden placed on the only administrative assistant in the CCEL.	1. Craft a job description outlining role and responsibilities of a half-time Grant Manager. 2. Explore the possibility of sharing someone with these skills who is already employed in Continuing Education. 3. If unable to secure skill set via Continuing Education, present it direct supervisors for funding consideration.	June 2016 – Brenda talk with Bruce Davis in Continuing Education. July 15, 2016 - Job description crafted August 1, 2016 - Job description presented to administration for consideration.
Other		
8. Long Term Opportunities 1. College of Education – work with the College of Education to build reciprocal partnerships with the schools and commit faculty and student resources to long-term university-school partnerships (p. 13). 2. Civitas – explore the opportunity to develop an academic undergraduate minor attached to Civitas that could be an expectation of Civitas students, but could also be pursued by students from any major seeking a civic engagement minor (p. 13). 3. Community Partner Advisory Board – revisit the opportunity for establishing a community partner advisory board as an essential element of CCEL (p. 13). 4. Graduate Certificate in Community Education – expand community engagement into graduate education (p. 14). 5. Engagement of Alumni in Area – encourage the Citizen Alum program being undertaken by CCEL (p. 14). 6. Engaged Departments Initiative – continue to pursue the engaged departments initiative already underway in CCEL (p. 14). 7. Davis Campus – develop a CCEL office on the Davis Campus that provides equivalent programming as is currently offered at the Ogden Campus (p. 14). 8. Move from 3 to 4 credit course model – work with the Associate Provost for High Impact Practices to bring together community engagement and high-impact practices across campus to consider moving from 3-credit to a 4-credit course model for HIPs. 9. Increase capacity of CRE to meet growing demand - Split community research from CCEL assessment research. Assessment research should contribute to the national status of WSU's CCEL and allow CCEL to incorporate civic outcomes into more courses and assess outcomes systematically.	1. Create a new 3-year strategic plan that reflects these long-term opportunities.	2016-17 - After hiring a new CCEL director.