



University of Oregon
Progress Reporting Guidelines
Diversity Strategic Action Plans
2007-2008 Academic Year

Background:

Following the adoption of the Diversity Plan for the University of Oregon in May 2006, each college, school, and administrative unit on campus developed and adopted strategic action plans (SAPs). Implementation of those SAPs began in the fall of 2007. The timelines released by the President following adoption of the UO Diversity Plan stipulated that the first formal progress report to the university senate and the larger campus community would occur during the spring 2008. The purpose of this document is to provide guidelines for unit leaders to consider when fulfilling the progress reporting requirement described in the UO Diversity Plan.

Progress Reporting Requirement:

Language adopted in the UO Diversity Plan describes the general requirement for unit leaders to report progress on their SAPs:

Every year, each school, college, and administrative unit, and the ASUO Executive will submit to the Vice Provost for Institutional Equity and Diversity and to the Provost an activity report describing that unit's activities relating to diversity during that year. The Provost will set the beginning date for these reports and may set different dates for different units, depending upon the state of each unit's Strategic Action Plan. Each May, the Provost will submit a written report to the University Senate, outlining what has been accomplished and what remains to be accomplished under the Strategic Action Plans and articulating the goals and objectives to be addressed over the next academic year. The Provost and the Vice Provost for Institutional Equity and Diversity will also present summary information about yearly progress in an open meeting of the Senate (p.9-10).

Elements for Progress Reporting:

To expedite progress reporting for each unit during the 2007-2008 academic year, the following guidelines are provided. It is strongly recommended that unit leaders adhere to these guidelines in preparing written progress reports. Unit leaders should discuss any plans for alternative progress report formats with the Vice Provost for Institutional Equity and Diversity prior to submitting written reports.

- The purpose of progress reporting is to provide a record of activities, accomplishments, and notable challenges related to implementing specific actions contained in units' SAPs. Information contained in the progress reporting will be used to mark campus-wide trends in diversity activities, identify and disseminate innovative practices, to identify cross-unit collaboration opportunities, to identify shared challenges in implementing diversity goals, and to maintain transparency and accountability for activities related to SAPs. Information contained in unit SAPs is designed to facilitate feedback to campus stakeholders about successful efforts and ongoing challenges in our collective efforts to realize diversity goals.
- Progress reports should be brief presentations of unit activities related to their SAPs during the prior academic year, in language understandable to a lay audience.
- The entire progress report, exclusive of any appendices, **should not exceed five pages**. Where appropriate, the use of bulleted text and tables is encouraged.
- The report should include the following sections:
 - Summary of Activities. Provide an overview of the main actions that were addressed during the year. If actions specified in the adopted SAPs were modified or if new actions were undertaken during the year, describe these revisions along with the reasons for modification. Also, describe any actions specified in the SAP to be taken up during the year that were not pursued and the reasons for this.
 - Progress and Results. Describe the activities directed toward specific actions during the year and the results obtained. Describe the results of any planned analyses (qualitative or quantitative) related to program outcomes. Background information for specific program activities, flyers, marketing materials, etc. may be included in appendices. Describe any unanticipated consequences and any challenges encountered. If technical problems were encountered in carrying out particular activities, describe any modifications.
 - Impact. Describe the aggregate impact of unit efforts towards the goals of SAPs.
 - Future Plans. Summarize plans to address ongoing and/or new activities related to the SAP during the next year. Include any important modifications to the original plans.

Review Process

The Provost and the Vice Provost for Institutional Equity and Diversity are responsible for reviewing progress reports and summarizing information on trends and patterns to be shared with the campus community.

Timelines

Written progress reports for the 2007-2008 academic year are due in the Office of Institutional Equity and Diversity no later than **Monday, April 14, 2008**.

Contact Information and Support

For questions or requests for additional support please contact the Office of Institutional Equity and Diversity at 346-3175 or ypdivers@uoregon.edu.