



University Executive Council
 June 1, 2023
 8:30 am – 4:00 pm
 KB 401

Time	Item	Notes
8:15 am	Breakfast Served	
8:30 am	Welcome	Wayne Vaught
8:35 am	Balanced Scorecard Updates	<ul style="list-style-type: none"> • Wayne wants to see the faculty database expand • Send database out to UEC- be sure we have a chance to review and provide feedback • Date for MarCom Summit to come
9:20 am	Campus Boards	<ul style="list-style-type: none"> • Proposed distinctions: Campus Coordination Committee (Campus/internal); Program Advisory Committee (External course/program advisement to keep things relevant); Advancement Board (campuswide- NAB, IAB, etc.) <ul style="list-style-type: none"> ○ Want to see how each ties back to the values of UVU ○ Concerned with having them called Committee's; want to see them to continue being boards (external members will not be as receptive to being on a committee as they will to a board) • Want to see training for Liaison • Create a teams channel for communication, discussion, and other help
10:20 am	UEC & UPAC	<ul style="list-style-type: none"> • President wants UEC to be a leadership committee while UPAC takes on more of a support to UEC • Included a proposal draft <ul style="list-style-type: none"> ○ Would like to see a flow chart of who makes decisions when ○ How does this coordinate with President's Council ○ Based on document, please send 2 names for representatives
10:40 am	2022-23 Approved Carryforward Proposal	<ul style="list-style-type: none"> • Carryforward proposal includes expected outcome of how much will be coming to each VP (\$3.8M) • Movement of funds at the end of this FY would reflect on how much carryforward you would end up with next FY <ul style="list-style-type: none"> ○ Can move to designated with Frank (construction) or Christina (hardware or software)

		<ul style="list-style-type: none"> •
10:50 am	Enrollment	<ul style="list-style-type: none"> • Please use the link and review the daily or weekly data • Reach out to Matt's group to get digital ad's to help target your specific audience. •
11:10 am	Deans needs from UEC	<p>CET:</p> <ul style="list-style-type: none"> • Jim recommends these kinds of requests come through PBA- these are very student focused. <p>SOA:</p> <ul style="list-style-type: none"> • Museum at University- is it going away? (yes, is already moved over to Lakemount) • Marketing would love to help with digital marketing • You seem to have a lot of needs with floors, HVAC, and other things, are those factored into this plan? <p>SOE:</p> <ul style="list-style-type: none"> • No comments <p>COS:</p> <ul style="list-style-type: none"> • No comments <p>CHPS:</p> <ul style="list-style-type: none"> • Expand Recruiting Activities: <ul style="list-style-type: none"> ○ Program entry portal- want to see a way to have students choose priority and backup options for programs/goals ○ Advisors need more guidance and help to know they won't be restricted or hassled on the enrollment end ○ Make sure to include Student Affairs in this discussion (all VPs can play a part) <p>CHSS:</p> <ul style="list-style-type: none"> •
12:45 pm	Working Lunch, including NWCCU Year 7 Report Discussion	<ul style="list-style-type: none"> • No comments <p>Wayne taking notes:</p> <ul style="list-style-type: none"> • Will be pushing back and asking for outcomes as your request items for UEC Agendas
1:30 pm	Great Colleges to Work For	<ul style="list-style-type: none"> • Concerned with who our Peers are in this data • Want to somehow capture the mid-level supervisors (only seeing Sr. Level and direct supervisors) • Want to be able to dive into the data better • Follow up with focus groups? • People in this room don't fill these out because they are concerned the data isn't actually anonymous – how accurate is this data, we already see there are many that don't participate • What was communication plan for this data? <ul style="list-style-type: none"> ○ In the past, HR would present to many groups, there was a committee, and other conversations

		<ul style="list-style-type: none"> • What would we do with this data? (Kyle asking how to take this and run with it) • What is Marilyn’s reason for doing this survey? <ul style="list-style-type: none"> ○ This is a legacy thing before Marilyn- many schools strive to “make the list” • Would like to see results from internal survey’s and how we implemented those results • Would like to see us take the low scoring areas, and reevaluate with other more specific surveys asking what they would specifically like to see change • Do we have the right vendor (should we change to Galloup) • Customize demographic: <ul style="list-style-type: none"> ○ Genders (add) ○ On campus, remote, hybrid ○ Department/area- this is a concern because they can just fill it in. They may be putting the wrong aread because they are concerned about the anonymity of the survey ○ Want to be able to • Timing: <ul style="list-style-type: none"> ○ Last time survey went out was 2020, right before COVID shutdown. Break until 2023- right in the middle of performance reviews and compliance courses ○ Other companies send this out quarterly and have follow up items each time • Action Plans: <ul style="list-style-type: none"> ○ Would rather break down by VP/area than trying to do action items for the university as a whole • Invitation: <ul style="list-style-type: none"> ○ Each unit leader to use this data and incorporate 1 statement in your SMART goals for this new FY- bring back to UEC next week
3:00 pm	Dx Reorg	<ul style="list-style-type: none"> •
3:30 pm	EverGREEN	<ul style="list-style-type: none"> • Ask: <ul style="list-style-type: none"> ○ Identify someone to host a connection meeting ○ Identify your personal “Campain of Commitment”
4:00 pm	Close	Wayne

Pencil It In: Upcoming Events of Importance


$$f(x) = \frac{1}{\sqrt{2\pi}} e^{-\frac{x^2}{2}}$$

Great Colleges to Work For 2023

Prepared by Taylor Lovell

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Introduction

Great Colleges to Work For is an employee satisfaction and engagement survey administered by ModernThink. It was sent to all full-time employees from February 20 to March 10, 2023. UVU has administered this survey five other times since 2012. This year 971 out of 2,279 employees completed the survey, which gives us a 43% completion rate and a 2.4% margin of error.

The survey consists of 60 standard statements and 9 custom statements about working at UVU. Employees were asked to rate how much they agreed with each statement, and the numbers presented in this report are the percentages of employees who selected “Agree” or “Strongly Agree” for each statement.

Carnegie classification and peer institution comparisons are available for the 60 standard statements. Throughout the report, custom statements are presented in *italics* to easily identify them.

The 2023 results will soon be available in the Tableau dashboard at this link:
<https://tableau.uvu.edu/#/views/GreatCollegestoWorkFor/Comparisons>

Topline Report

Statement Category	UVU '23	UVU '20*	Carnegie '22^	Peers '23
Overall Survey Average, Statements 1 – 60	65%	-	66%	66%
Mission and Pride	77%	78%	75%	75%
Faculty and Staff Well-Being	76%	-	76%	78%
Supervisors/Department Chairs	76%	73%	76%	74%
Diversity, Inclusion, and Belonging	72%	-	72%	76%
Job Satisfaction and Support	71%	66%	71%	70%
Professional Development	65%	-	64%	68%
Communication	58%	55%	62%	59%
Collaboration	56%	56%	62%	60%
Confidence in Senior Leadership	55%	57%	57%	55%
Faculty-Only Statements	52%	-	56%	59%
Performance Management	51%	48%	55%	53%

*Not all direct comparisons to the 2020 survey are possible because of changes to the survey.

^2023 survey results for the Carnegie group will become available later this summer.

Custom Statements

	2023	2020
<i>I know what to do if I encounter an issue of sexual assault, harassment, interpersonal violence, or any form of sexual misconduct.</i>	91%	93%
<i>I am comfortable communicating concerns about a work assignment deadline with my supervisor/department chair.</i>	86%	84%
<i>I know how to find information about institutional policies and processes.</i>	83%	83%
<i>I know how to report an ethical, policy, legal, or financial issue or concern.</i>	80%	82%
<i>In my department, offensive behavior (sexual harassment, discrimination, microaggressions, etc.) is appropriately dealt with.</i>	78%	74%
<i>I understand my role in accomplishing university goals and objectives.</i>	76%	-
<i>I know what my leaders' goals are for the year.</i>	68%	-
<i>This institution promotes a climate based on respect and trust.</i>	56%	59%
<i>I believe that senior leadership will take action based on these results.</i>	40%	43%

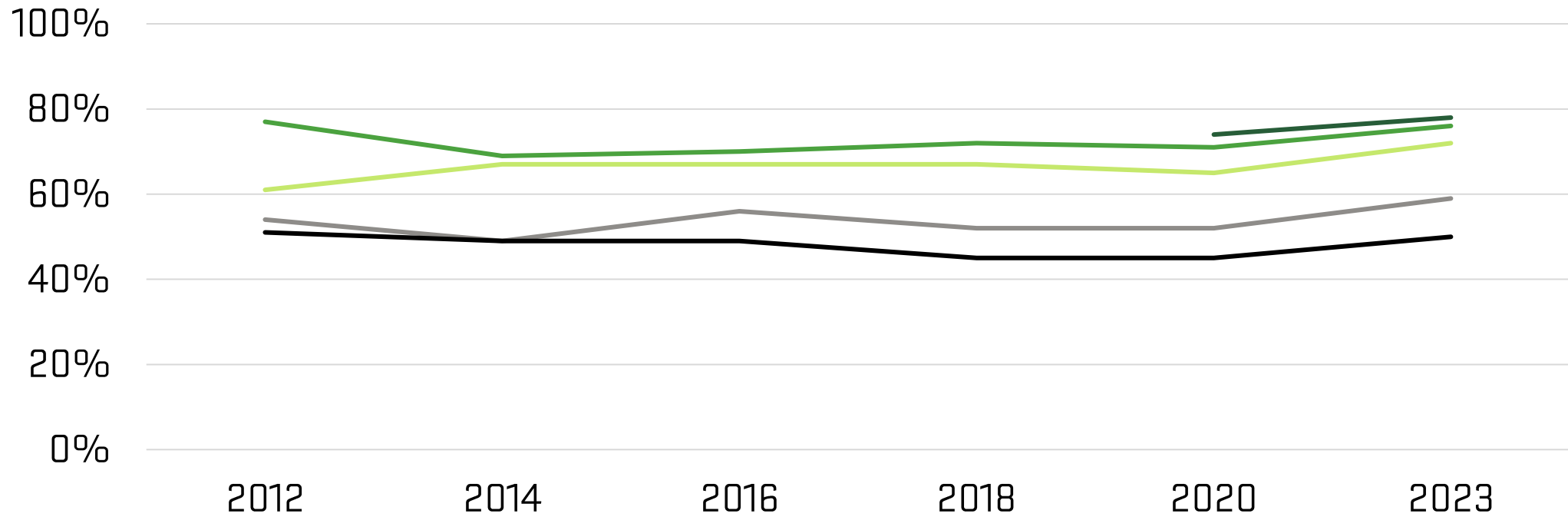
Most Employees Agree

UVU '23	UVU '20	Carnegie '22	Peers '23
<i>I know what to do if I encounter an issue of sexual assault, harassment, interpersonal violence, or any form of sexual misconduct.</i>			
91%	93%	-	-
I understand how my job contributes to this institution's mission.			
89%	88%	89%	90%
My supervisor/department chair supports my efforts to balance my work and personal life.			
86%	84%	83%	83%
<i>I am comfortable communicating concerns about a work assignment deadline with my supervisor/department chair.</i>			
86%	84%	-	-
In my department, we welcome diversity in all of its forms.			
85%	-	86%	87%

Fewest Employees Agree

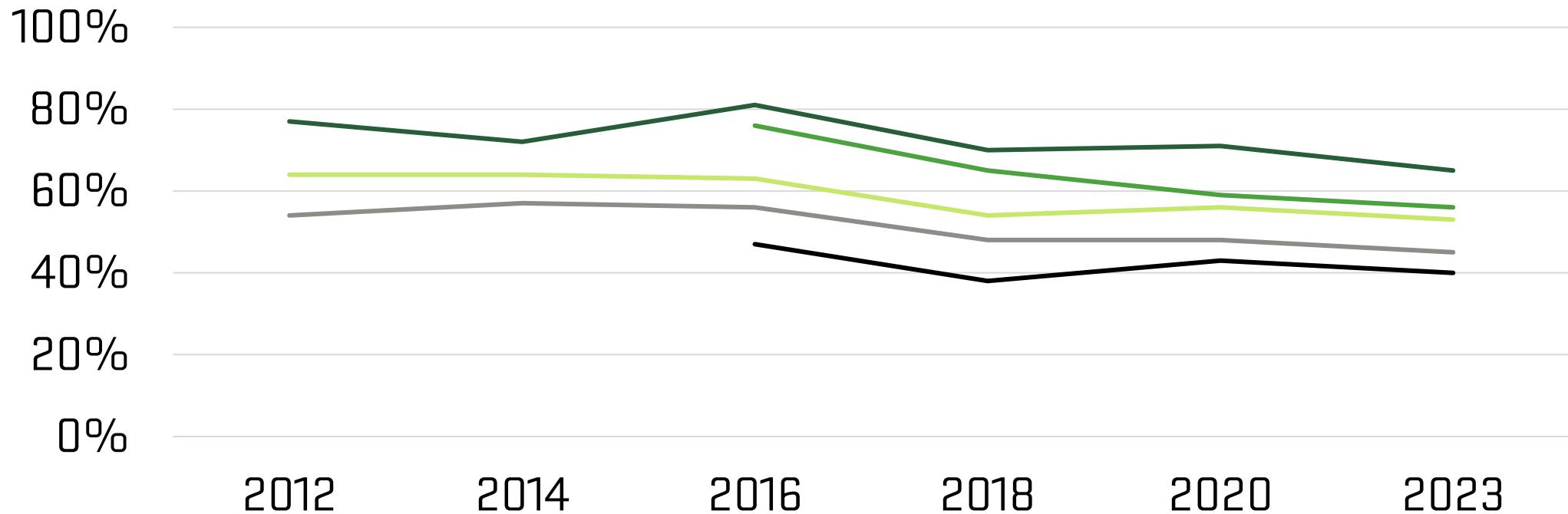
UVU '23	UVU '20	Carnegie '22	Peers '23
I am paid fairly for my work.			
36%	35%	42%	36%
<i>I believe that senior leadership will take action based on the results of this survey.</i>			
40%	43%	-	-
Our recognition and awards programs are meaningful to me.			
42%	39%	47%	47%
There's a sense that we're all on the same team at this institution.			
45%	46%	50%	48%
There are sufficient opportunities to participate in institutional planning.			
45%	48%	52%	54%
Our review process accurately measures my job performance.			
48%	49%	57%	57%

Better Than Last Survey



- *In my department, offensive behavior is appropriately dealt with.*
- This institution's benefits meet my needs.
- The facilities (e.g., classrooms, offices, laboratories) adequately meet my needs.
- I am regularly recognized for my contributions.
- Changes that affect me are discussed prior to being implemented.

Worse Than Last Survey



- This institution has clear and effective procedures for dealing with discrimination.
- This institution promotes a climate based on respect and trust.
- Senior leadership provides a clear direction for this institution's future.
- There are sufficient opportunities to participate in institutional planning.
- *I believe that senior leadership will take action based on the results of this survey.*

Better Than Our Peers

UVU '23	UVU '20	Peers '23	Peers '20
This institution's benefits meet my needs.			
76%	71%	71%	67%
I would recommend working here to my family and/or friends.			
73%	-	68%	-
All things considered, this is a great place to work.			
74%	75%	69%	68%
The facilities (e.g., classrooms, offices, laboratories) adequately meet my needs.			
72%	65%	68%	54%
I am regularly recognized for my contributions.			
59%	52%	55%	49%
I receive feedback from my supervisor/department chair that helps me.			
75%	71%	71%	67%

Worse Than Our Peers

UVU '23	UVU '20	Peers '23	Peers '20
At work, I know where to go for help with my mental or emotional well-being.			
66%	-	77%	-
I understand the necessary requirements to advance my career.			
57%	60%	68%	64%
There is appropriate recognition of innovative and high quality teaching. (Faculty Only)			
51%	-	60%	-
There are sufficient opportunities to participate in institutional planning.			
45%	-	54%	-
Our review process accurately measures my job performance.			
48%	49%	57%	53%
At this institution, diversity in all of its forms is valued.			
69%	-	77%	-

Men Agree More Than Women

Men '23	Men '20	Women '23	Women '20
Overall Survey Average, Statements 1-64			
66%	-	68%	-
<i>In my department, offensive behavior is appropriately dealt with.</i>			
83%	80%	73%	67%
<i>I know how to report an ethical, policy, legal, or financial issue or concern.</i>			
83%	83%	77%	80%
Issues of low performance are addressed in my department.			
56%	50%	51%	48%
I am paid fairly for my work.			
38%	35%	34%	34%
This institution has clear and effective procedures for dealing with discrimination.			
67%	76%	63%	66%

Women Agree More Than Men

Women '23	Women '20	Men '23	Men '20
Overall Survey Average, Statements 1-64			
68%	-	66%	-
Senior leadership provides a clear direction for this institution's future.			
57%	57%	47%	55%
This institution's culture is special - something you don't find just anywhere.			
62%	62%	52%	55%
All things considered, this is a great place to work.			
77%	75%	69%	74%
<i>I believe that senior leadership will take action based on the results of this survey.</i>			
43%	42%	37%	44%
I am provided the resources I need to be effective in my job.			
69%	64%	63%	62%

Employees of Color Agree More Than White Employees

EOC '23	EOC '20	White '23	White '20
Overall Survey Average, Statements 1-64			
69%	-	67%	-
I can count on people to cooperate across departments.			
62%	62%	49%	51%
<i>I believe that senior leadership will take action based on the results of this survey.</i>			
50%	52%	39%	42%
Senior leadership provides a clear direction for this institution's future.			
62%	62%	51%	55%
Senior leadership communicates openly about important matters.			
61%	68%	50%	49%
There are sufficient opportunities to participate in institutional planning.			
53%	-	44%	-

White Employees Agree More Than Employees of Color

White '23	White '20	EOC '23	EOC '20
Overall Survey Average, Statements 1-64			
67%	-	69%	-
This institution places sufficient emphasis on having diverse [employees].			
73%	74%	64%	57%
This institution actively contributes to the community.			
86%	85%	78%	81%
<i>I know how to find information about institutional policies and processes.</i>			
85%	83%	77%	87%
<i>I know how to report an ethical, policy, legal, or financial issue or concern.</i>			
81%	82%	74%	82%
This institution has clear and effective procedures for dealing with discrimination.			
66%	73%	61%	61%

Job Role: Administration

Admin '23	Admin '20	All UVU '23	All UVU '20
Overall Survey Average, Statements 1-64			
71%	-	67%	-
I am paid fairly for my work.			
50%	49%	36%	35%
<i>I know how to report an ethical, policy, legal, or financial issue or concern.</i>			
91%	94%	80%	82%
When I offer a new idea, I believe it will be fully considered.			
73%	77%	63%	61%
Promotions in my department are based on a person's performance.			
61%	74%	51%	50%
I am provided the resources I need to be effective in my job.			
60%	72%	66%	63%

Job Role: Exempt Staff

Exempt '23	Exempt '20	All UVU '23	All UVU '20
Overall Survey Average, Statements 1-64			
68%	-	67%	-
In my department, we communicate openly about issues that impact each other's work.			
72%	64%	67%	65%
Issues of low performance are addressed in my department.			
57%	49%	53%	49%
I am regularly recognized for my contributions.			
63%	51%	59%	52%
People in my department work well together.			
79%	73%	75%	71%
I understand the necessary requirements to advance my career.			
53%	52%	57%	60%

Job Role: Faculty

Faculty '23	Faculty '20	All UVU '23	All UVU '20
Overall Survey Average, Statements 1-64			
63%	-	67%	-
The work I do is meaningful to me.			
91%	-	84%	-
I am regularly recognized for my contributions.			
47%	54%	59%	52%
Issues of low performance are addressed in my department.			
41%	47%	53%	49%
I believe what I am told by senior leadership.			
40%	47%	53%	55%
<i>I know what my leaders' goals are for the year.</i>			
55%	-	68%	-

Job Role: Non-Exempt Staff

Non-Exempt '23	Non-Exempt '20	All UVU '23	All UVU '20
Overall Survey Average, Statements 1-64			
69%	-	67%	-
This institution places sufficient emphasis on having diverse [employees].			
81%	77%	71%	72%
At this institution, diversity in all of its forms is valued.			
78%	-	69%	-
Senior leadership has the knowledge, skills and experience necessary for [UVU's] success.			
72%	64%	63%	65%
We have opportunities to contribute to important decisions in my department.			
61%	54%	67%	65%
The work I do is meaningful to me.			
76%	-	84%	-

What do you appreciate most about working at this institution?

Top 10 Most Common Categories of Responses
Open Response. n = 783

- Co-workers (mentioned in 26% of responses)
- Working with students/making a difference (19%)
- Positive environment (13%)
- Benefits (12%)
- Supervisors/department chairs (9%)
- Schedule flexibility (9%)
- Student focus (8%)
- UVU's mission (6%)
- Professional development (6%)
- Teamwork/collaboration (6%)

What would make this institution a better place to work?

Top 11 Most Common Categories of Responses
Open Response. n = 714

- Increased pay (mentioned in 31% of responses)
- Wrong direction/bad culture (13%)
- Better leadership (11%)
- Transparency/accountability (9%)
- Clear career path/promotions (8%)
- Shared governance (7%)
- Improved communication (7%)
- Cheaper/better insurance (7%)
- Better/more employee recognition (6%)
- More diversity/inclusion (5%)
- Lighter workload (5%)

What is something the university could do to better promote Exceptional Care, Exceptional Accountability and/or Exceptional Results?

Top 10 Most Common Categories of Responses
Open Response. n = 578

- Better pay (mentioned in 12% of responses)
- Better leadership (9%)
- Shared governance/listening (7%)
- Support/care about employees (6%)
- UVU is doing great (6%)
- Better communication (4%)
- Better employee recognition (4%)
- Hold poor performers accountable (4%)
- Focus on academics/teaching (4%)
- Better benefits (3%)
- Just do it (3%)

"Great Colleges to Work For 2023 Survey" toolkit

Victoria Hopkinson <Victoria.Hopkinson@uvu.edu>

Fri 7/21/2023 12:00 PM

To: Clark Collings <CCollings@uvu.edu>; Laurie Sharp <LSharp@uvu.edu>; Tammy Clark <CLARKTJ@uvu.edu>; David Connelly <DConnelly@uvu.edu>; Elaine Lewis <ElaineL@uvu.edu>; Nathan Gerber <Nathan.Gerber@uvu.edu>; Jared Sumsion <Jared.Sumsion@uvu.edu>; Frank Young <Frank.Young@uvu.edu>; Kedric Black <Kedric.Black@uvu.edu>; Tara Ivie <Tara.Ivie@uvu.edu>; Candice Gardner <Candice.Gardner@uvu.edu>; W. Barney Nye <NYEWI@uvu.edu>; Alexis Palmer <PALMERAL@uvu.edu>; Bryant Larsen <Bryant.Larsen@uvu.edu>; Christie Denniston <Christie.Denniston@uvu.edu>; Andrew Stone <Andrew.Stone@uvu.edu>; Matt Serrao <MattS@uvu.edu>; Steve Anderson <ANDERSST@uvu.edu>; Kara Schneck <KSchneck@uvu.edu>; Rasha Qudisat <Rasha.Qudisat@uvu.edu>

 4 attachments (4 MB)

Great Colleges to Work For SURVEY Talking Points_HD.pdf; Great Colleges 2023.pptx; Great Colleges 2023.pdf; GCTWF Cover Page and Action Plan.pdf;

Dear UEC,

You recently received an email from Taylor Lovell with your division-level results of the Great Colleges to Work For survey administered earlier this year, broken out by AVP/dean areas (if you haven't received this please reach out to your VP). This year, we are implementing a more robust process for sharing that data with all employees and using those results to foster conversations about collectively improving the employee experience at UVU. We want to reassure our employees that their opinions matter and that we are taking action based on the information they gave us.

We ask you to share the results of the data from the survey, as well as your developed action plan, with your entire division. This can be done through email, a meeting, or by using and distributing the attached action form. The expectation is that you will share this information before the end of the goal-setting period (July 31) to allow your employees to incorporate the information into their goals for the coming year (if applicable) and assure them that they have been heard.

The attached toolkit is provided to assist you and your AVPs/deans in discussing the data and creating more specific action plans tailored to each area within your division. The toolkit includes:

1. Cover Page and Action Plan (updated version attached)
2. Talking points to guide team conversations
3. A slide deck (note that you can customize it with division-specific results)
4. A frequently asked questions document

Please let us know how we can assist you in communicating this important information and developing an improvement plan based on the 2023 survey results.

Thank you for your leadership and work. We appreciate all you do to make UVU a place for success for everyone.

Kind regards,

Marilyn Meyer

Vice President of People and Culture

Great Colleges to Work For Survey Talking Points

Background

Great Colleges to Work For is an employee satisfaction and engagement survey administered by ModernThink. It was sent to all full-time employees from February 20 to March 10, 2023. UVU has administered this survey five other times since 2012. This year, 971 out of 2,279 employees completed the survey, which gives us a 43% completion rate and a 2.4% margin of error.

The survey consists of 60 standard and nine custom statements about working at UVU. Employees were asked to rate how much they agreed with each statement, and the numbers presented in this report are the percentages of employees who selected “Agree” or “Strongly Agree” for each statement.

Carnegie classification and peer institution comparisons are available for the 60 standard statements. Throughout the report, custom statements are presented in italics to easily identify them.

Talking Points

The following are some salient talking points to discuss with your divisions regarding the results of the survey. Please note that these takeaways pertain to UVU’s overall performance, not just one university division. As you review the rest of the post-survey toolkit, and look at your own divisional results create your own list of relevant key takeaways to share with your division as you see fit.

Further insights can be found in the survey results slide deck.

MOST & FEWEST

- Most UVU employees understand how their job contributes to the institution’s mission - 89%
- Most employees feels that their supervisor/department chair supports their efforts in balancing their work and personal life - 86%
- Most employees feel their department welcomes diversity in all of its forms - 85%
- Few employees feel they are paid fairly for their work - 36%
- Few employees feel a sense that we’re all on the same team at this institution - 45%
- Few employees feel that senior leadership will act based on the results of this survey - 40%, a 3% decrease from the last time the survey was conducted in 2020.

BETTER & WORSE THAN LAST SURVEY

- Better - "The facilities (classrooms, offices, laboratories) adequately meet my needs."
- Better - "I am regularly recognized for my contributions."
- Better - "Changes that affect me are discussed prior to being implemented."
- Worse - "This institution promotes a climate based on respect and trust."
- Worse - "Senior leadership provides a clear direction for this institution's future."
- Worse - "I believe that senior leadership will take action based on the results of this survey."

OPEN RESPONSE: APPRECIATIONS & IMPROVEMENTS

- Appreciation – Co-workers - 26% of responses
- Appreciation – Working with students/making a difference - 19% of responses
- Appreciation – Benefits - 12% of responses
- Improvement – Increased pay - 31% of responses
- Improvement – Wrong direction/bad culture - 13% of responses
- Improvement – Better leadership - 11% of responses

FREQUENTLY ASKED QUESTIONS

- How often is this survey conducted?
 - UVU has administered the GCTWF survey every two years since 2012.
- Will my answers remain anonymous?
 - Yes, all answers will remain anonymous.
- What changes/improvements will be made based on these survey results?
 - All supervisors are expected to set actionable goals based on the results of their institutional data using the action plan document provided in this toolkit.
- When should I share these results with my employee(s)?
 - Supervisors will set goals on when to share their results in the action plan document provided in this toolkit.
- How do we compare with other universities?
 - UVU's comparisons to other universities can be found in the institutional-level presentation provided in this toolkit.

Conclusion

Open responses, Better & Worse Than Last Survey, Most & Fewest, etc. will vary depending on division. Whatever data points seem pertinent to division leaders should be included while disseminating survey divisional results to employees. Thank you for your help in sharing this information with the campus community and taking action to improve divisional performance!



Great Colleges to Work For Action Plan

Purpose

Thank you for all of the work that you do, as leaders, to help make UVU a great place to work for your employees. Every other year, UVU conducts the Great Colleges to Work For survey to assess how employees are feeling about their experience with different aspects of employment. We are able to see where UVU is excelling in creating a positive employee experience, and where we still have room for growth.

While receiving this information is important, taking action based on this information will be even more impactful. And equally as important as acting on the information, is communicating to our employees how we are doing so. As a university, our second lowest result from this survey, with only 40% of employees agreeing, was "I believe that senior leadership will take action based on the results of this survey." While many leaders do take action, employees do not know it is happening. It is our job as leaders to create, communicate, and implement a plan of action for the unique division or department results we receive.

That is where the template on the following page comes in. Please take time to ponder the results for your area and create an action plan for what steps you will take to celebrate and improve. Then ensure that you communicate this plan to your team, as well as their role in the plan, in a timely manner.

Example Action Plan

My area's top two statements from the GCTWF survey are:

- "I understand how my job contributes to this institution's mission."
- "My supervisor/department chair supports my efforts to balance my work and personal life."

We will celebrate these strengths by:

- Having a department retreat with food, games, and recognition.

My area's bottom two statements from the GCTWF are:

- "I am paid fairly for my work."
- "Our recognition and awards programs are meaningful to me."

Our plan to improve these aspects of our area include:

- Ensure all position descriptions are up-to-date and in the position description library.
- Conduct a survey of all department employees that measures what type of recognition is meaningful to them, training all department leaders on recognition resources, and developing a department-wide recognition standard and process.

The resources I will use to improve these aspects of our area include:

- Have people managers take the Writing Clear Job Descriptions, Coaching and Developing Employees, Building Trust, and Encouraging Employee Engagement UVULEAD workshops.
- Other: The Five Recognition Languages book and training, Qualtrics surveys, university and divisional award guidelines, EARS system, and recognition policies.

I will communicate this plan to my team by:

- In person during our mandatory division retreat on July 25th, 2023.

Action Plan Template

My area's top two statements from the GCTWF Survey are:

(1)	
(2)	

We will celebrate these strengths by:

(1)	
-----	--

My area's bottom two statements from the GCTWF are:

(1)	
(2)	

Our plan to improve these aspects of our area include:

(1)	
(2)	

The resources I will use to improve these aspects include:

(1)	
(2)	

I will communicate this plan to my team by:

Communication Channel	
Date	