

Campus Experience Survey Workgroup (CESW) Deliverables Timeline

Background: Please refer to the Appendix for the CESW charge. This document articulates a timeline for Phase I of the charge, which is to be completed by the start of academic year 2022-2023.

Month/Year	Deliverable
June 2021	Introductions & Overview
July 2021	(1) CESW member/co-chair responsibilities; (2) CESW deliverables timeline; (3) survey timing flow chart; (4) non-faculty academic appointees discussion
August 2021	(1) CESW vs. Stakeholder group roles/responsibilities; (2) Core climate/experience areas of interest (regardless of respondent type ¹) & Strategic Plan– determine metrics to track
September 2021	Undergraduates (UCUES) & Strategic Plan – determine metrics to track
October 2021	Faculty & Strategic Plan – metrics to track
November 2021	Graduate Students (UCGSES) & Strategic Plan – determine metrics to track
December 2021	Postdoc/Research Staff & Strategic Plan – determine metrics to track
January 2022	Staff & Strategic Plan – determine metrics to track
February 2022	Finalize stakeholder groups & responsibilities; brainstorm stakeholder group members
March 2022	Strategy for reporting survey results to campus (e.g., CESW webpage)
April 2022	Define process for documenting & communicating campus progress toward goals (alignment with Strategic Plan)
May 2022	Define process for evaluating survey data requests (for research/other purposes)
June 2022	Review leadership feedback on reporting strategy & documentation/communication process

¹ Respondent type = faculty, staff, undergraduate student, graduate student, postdoc, etc.

Last updated 7/8/2021 by Wendy Puquirre and Cinnamon Danube (CESW co-chairs)

July 2022	Slippage
August 2022	Launch Phase I; Develop Phase 2 of charge
September 2022	Review leadership feedback on Phase 2 plan

Appendix: CESW Charge

Phase I: Building the Strategic Plan

- Decide how often and when to administer campus experience surveys with a consideration of existing institutional surveys.
- Develop a strategy for reporting survey results to the campus community, including a process for evaluating requests for survey data for research or other purposes.
- Develop a process for documenting and communicating progress toward campus climate goals, including areas of strength/challenge and actions taken.
- Charge population-specific stakeholder groups (faculty, staff, students, postdocs) to oversee survey administration and establish responsibilities for reporting to the CESW.

Phase II: Annual Review and Communication of Progress

- Review and make changes to strategic plan and established processes as appropriate.
- Provide reports and updates on progress to the campus community as appropriate.
- Review reports provided by population-specific stakeholder groups and make recommendations as needed.