6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
Climate Action Plan	Sustainability in the Curriculum: Knowledge Systems: Recommend a definition of "Infusing Sustainability into Curriculum" using the work of the Faculty Senate Sub-Committee – Curriculum and Program Framework.	11/19/2010	Environmental Sustainability Steering Committee	The ESSC has recommended a definition for "sustainability in the curriculum" and has presented it to the Chancellor's Cabinet. Members of the ESSC and the Sustainability Across the Curriculum Network (SACN) will present this definition to Faculty Senate, Senate of Academic Staff, and SSA during the spring 2011 semester.
Climate Action Plan	Sustainability in the Curriculum: Knowledge Systems: Provide campus with a list of potential classroom projects which were formulated from the energy conservation & waste reduction policies (i.e., student research, capstone projects, etc.).	12/31/2010	Environmental Sustainability Steering Committee	The ESSC has been working with the Sustainability Across the Curriculum Network (SACN) to compile a list of potential classroom projects related to energy conservation and waste reduction. The ESSC will provide this to the campus before the end of the fall 2010 semester.
Climate Action Plan	Sustainability in the Curriculum: Knowledge Systems: Make available to campus a summary of action plans from the 'Infusing Sustainability into Curriculum' conference. A group from the 'Infusing Sustainability into Curriculum' conference would make recommendations to the Chancellor for campus wide academic initiatives.	12/31/2010	Environmental Sustainability Steering Committee	The ESSC has been working with the Sustainability Across the Curriculum Network (SACN) to compile a list of action plans from their 'Infusing Sustainability into the Curriculum' conference. The ESSC will make this available by the end of the fall 2010 semester.

Climate Action Plan	Sustainability Policies: Management Systems: Review and evaluate environmental cost benefit analysis methodologies and recommend one that will be used to assess the proposed and actual impact of policy changes.	12/30/2010	Environmental Sustainability Steering Committee	The ESSC has reviewed cost-benefit analysis methodologies and recommended one, AASHE's Sustainability Tracking Assessment and Rating System (STARS), to assess the impact of the energy conservation and waste reduction policies, as well as other areas of sustainability on our campus.
Climate Action Plan	Sustainability Policies: Management Systems: Categorize or rank the components of each policy from near-term to long-term implementation.	12/30/2011	Environmental Sustainability Steering Committee	To date, the ESSC has not begun work on this charge. Once a cost-benefit analysis is completed, the ESSC will begin working on this.
Climate Action Plan	Sustainability Policies: Management Systems: Propose the policies incorporating the feedback from the campus.	12/30/2011	Environmental Sustainability Steering Committee	To date, the ESSC has not begun work on this charge. Once a cost-benefit analysis is completed, the ESSC will begin working on this.
Climate Action Plan	Electronic Medical Records: Materials Management: Convert to electronic medical records to save paper and space.	2011	Student Health Services	No progress as of December 2010. Will implement the new system within 6-12 months.
Climate Action Plan	Student Organization: Knowledge Systems: Establish the first student chapter of the Sustainable Agriculture in Education Association.	2010-2011	Collaborative	The Sustainable Agriculture in Education Association (SAEA) has worked with Kitrina Carlson and Sarah Rykal to allow us to establish the first student chapter of SAEA at UW-Stout. The group has become an official student group and meets regularly to work on sustainable agriculture-related issues.

Climate Action Plan	Alternative Transportation: Transportation: Promote transportation alternatives (StoutBikes, Dunn County Transit Bus Service, and UW-Stout RideBoard) to students, faculty, and staff.	2010-2011	Collaborative	We continue to promote alternative transportation on our campus. The StoutBikes program has been implemented and we continue to promote this in a number of ways. We are working with Dunn County Transit to have a bus route dedicated solely to UW-Stout, which we believe will be implemented in the spring 2011 semester. And we continue to promote the Rideboard, which is being used by a number of students, faculty, and staff at UW-Stout.
Climate Action Plan	Bike Share Program: Transportation: Implement the StoutBikes bike share program.	2010-2011	Collaborative	The StoutBikes program, a collaborative effort with Parking Services, the Cycling Club, and Physical Plant, was implemented in the fall 2010 semester.
Climate Action Plan	Bottled Water Consumption: Materials Management: Implement an "I Love Tap Water" campaign to reduce bottled water consumption on campus.	2010-2011	Environmental Sustainability Office	The Environmental Sustainability Office and ESSC are working with marketing students to create the "I Love Tap Water" campaign.
Climate Action Plan	Energy Conservtion: Energy Management: Implement the "Biggest Reducer" Energy Conservation Campaign to reduce energy consumption and waste on campus.	2010-2011	Environmental Sustainability Office	The Environmental Sustainability Office is working with marketing students to develop the "Biggest Reducer" campaign and hopes to implement the campaign in spring 2011.

Climate Action Plan	Locally Produced Foods: Materials Management: Work with Producers & Buyers Cooperative to purchase more local food.	2011	Dining Services	Dining Services plans to work with Producers & Buyers Cooperative starting in January 2011. In October 2010, Dining Services hosted a local food dinner called the "Midwest Harvest Buffet." The event was attended by 1082 diners at Price Commons and 543 diners at North Point.

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
University-Wide Training and Development Plan	Leadership and Professional Development Program.		Director of Human Resources	1 employee of UW-Stout currently attending Leadership Menomonie
University-Wide Training and Development Plan	Fiscal Services, Enrollment Services, Administrative Services, University Services.		Director of Human Resources	3 EDGE sessions completed and 9 sessions schedule for 2011.
University-Wide Training and Development Plan	Campus business operations training.		Director of Business & Financial Services	EDGE sessions scheduled for 02/01/11, 02/15/11, 03/01/11, 03/29/2011, and 04/12/11
University-Wide Training and Development Plan	Personal development/interpersonal relationships (ex. smoking cessation)		Optimal Health committee	We held a "Discovering Wellness" night in Nov. open to the entire campus community. The importance of staying healthy in all areas of the wellness wheel was stressed. Organizations that students can get involved with in hopes to help curb the alcohol abuse issues we have on campus were promoted. The event was a success and saw lots of traffic.
University-Wide Training and Development Plan	Department Chair Training		**Provost**; Director of Human Resources	New Department Chair Orientation held on 09/03/10 with 6 new Chairs and Deans in attendance; 3 all Department Chairs training sessions held: 09/01/10 Public Records/Open Meeting and Employment Issues 25 in attendance; 09/02/10 Recruiting and Retaining Minority Faculty and Staff 18 in attendance; 11/24/10 Establishing Performance Expectations and Coaching 16 in attendance
University-Wide Training and Development Plan	Program Director Training		**Provost**, Director of Human Resources	New Program Director Training held on 09/02/10 with 31 in attendance; Regular meetings held with program directors facilitated by Provost's Office, Dean of Students, Executive Director of Enrollment Services and Registrar. Degree audit training provided to program directors in the fall of 2010

University-Wide Training and Development Plan	Train faculty & staff on how to effectively incorporate student experiential opportunities into programs and curriculum (broaden horizons)		**Provost**; NTLC	In Progress - This training is currently being provided by other offices on campus including Career Services and the Office of International Education
University-Wide Training and Development Plan	Baldrige Training, Assessment and Evaluation, and AQIP		**Provost**; Director of Human Resources	Baldrige Training provided to CAC; AQIP Strategy Forum attended by UW-Stout Team; program assessment training provided by colleges
University-Wide Training and Development Plan	Quality Training Certificate (quality tools)		**Director of PARQ**; Director of Human Resources	There were 13 attendees at the fall training session, "Using Quality Tools". Using a 4-point evaluation scale, attendees evaluated the session. • Value in current position: 3.57 • Value to UW-Stout employees: 3.71 • Increase in subject knowledge: 3.54 Comments about the session included: "I would like to see department chairs, deans, etc (whoever runs a meeting) to have this training" and, "Never had such a great training session on this. Thanks."
University-Wide Training and Development Plan	Customer service		Director of Human Resources	National Customer Service Week was celebrated 10/04-10/08/10 with candy delivered to departments, reception and two breakout sessions: "In the Happiness Business" and "When you have Lemons, make Lemonade" with 60 + in attendance.
University-Wide Training and Development Plan	ADA: Awareness, competence and procedures for employee accommodation requests		Director of Human Resources	Presented during 08/31/10 and 12/07/2010 New Employee Orientation
University-Wide Training and Development Plan	Equal Employment Opportunity (race/ethnicity/disability/gender/discrimination/harassment)		Director of Human Resources	Presented during 08/31/10 and 12/07/2010 New Employee Orientation

University-Wide Training and Development Plan	LGBTQ		LGBTQ Coordinator	4 Safe Space Trainings for faculty, staff and students this fall. The 90-minute trainings were held on September 23, October 13, October 21 and November 3. Offered 6 training sessions for Counseling Center staff and faculty/students from Stout's counseling-related graduate programs (Mental Health Counseling, School Counseling, Marriage and Family Therapy and School Psychology).The training focused on best practices in working with bisexual students/clients.
University-Wide Training and Development Plan	Faculty/Staff Complaint Process		Director of Human Resources	Presented during 08/31/10 and 12/07/2010 New Employee Orientation
University-Wide Training and Development Plan	Student complaint process		Dean of Students	The offices that are responsible for tracking complaints have been trained in fall 2010 on the web-based reporting form.
University-Wide Training and Development Plan	Academic and non-academic misconduct		Dean of Students	Dean of Students provided training for Department Chairs in Fall 2010 and will provide to new instructors through NTLC in Fall 2011. Dean of Student website provides additional information for faculty/staff regarding UWS Ch. 14 academic misconduct.
University-Wide Training and Development Plan	FERPA		Dean of Students	Dean of Student provided training to Department Chairs and Student Services offices in fall 2010.
University-Wide Training and Development Plan	Ethics		Chancellor	Presented during 08/31/10 and 12/07/2010 New Employee Orientation
University-Wide Training and Development Plan	PeopleSoft		Unknown	$2,000 has been allocated for student help to implement data queries and provide training to faculty and staff for PeopleSoft access.

University-Wide Training and Development Plan	Outlook E-mail		CIO	In progress - Provided online through Lynda.com
University-Wide Training and Development Plan	Microsoft Office Suite/PowerPoint		CIO	In progress - Provided online through Lynda.com; Excel Training class offered Nov – 2nd, 9th and 16th with 24 attendees. 3 open lab session offered on Nov. 4th, 11th, and 18th with an average of 6 attendees. Another Excel class will be offered during 2nd semester. PowerPoint will also be offered 2nd semester.
University-Wide Training and Development Plan	Qualtrics (On-line survey and course evaluation tool)		PARQ	82 people received 1:1 Qualtrics assistance from July 1, 2010 through December 6, 2010. Additionally, during the same time period, 7 training sessions were held with 38 attendees and 17 webinars were shown with 13 attendees.
University-Wide Training and Development Plan	Hyperion		CIO	Training is coordinated through the DoIT Training Center if campus-based training is needed. Otherwise individuals attend the training sessions offered at UW-Madison. Periodic preview sessions are held on campus on developed campus queries. These are based more on data delivered in the queries.
University-Wide Training and Development Plan	Software applications including Adobe Acrobat , Photoshop, Dreamweaver		CIO	In progress - Provided online through Lynda.com
University-Wide Training and Development Plan	Adobe Connect (formerly Breeze)		CIO	Provided Fall 2010, January 2011
University-Wide Training and Development Plan	Echo 360 (formerly Apreso)		CIO	Provided Fall 2010 New lecture capture system in January 2011

University-Wide Training and Development Plan	Common Spot		Integrated Marketing Director	Training documentation is online at: http://www3.uwstout.edu/webdev/commonspot_help.cfm. Open labs: 8 Training sessions: 12
University-Wide Training and Development Plan	Training for CI/DE instructors		Stout Online & LTS	In Progress – Webinar - 10/18/2010 - "Helping Faculty Manage Online Workload" CD - 10/19/2010 "Teaching Online vs F2F: 15 Differences That Affect Learning"
University-Wide Training and Development Plan	New Instructor Workshop		Director of Teaching & Learning Center	Held on August 17-19 2010, with 33 attendees.
University-Wide Training and Development Plan	New Employee Orientation (including diversity training)		Provost; Director of Human Resources	2 sessions held 08/31/10 with 19 in attendance and 12/07/2010 with 8 in attendance.
University-Wide Training and Development Plan	EAP training		Director of Counseling Center	Presented during 08/31/10 and 12/07/2010 New Employee Orientation by Jeanne Rothaupt, Ph.D., Employee Assistance Program Coordinator and John Achter.
University-Wide Training and Development Plan	Workplace Violence Prevention		Executive Director of Health & Safety	On-going through UW-Stout Police

University-Wide Training and Development Plan	Asbestos compliance/overview		Executive Director of Health & Safety	Between the Physical Plant and Health and Safety Units, there are 7 asbestos inspectors and 5 asbestos supervisors. It is anticipated that there will be 8 asbestos inspectors and 6 asbestos supervisors following the certification of the Crafts Supervisor in 2011. 136 employees received asbestos awareness training and 57 employees received asbestos O&M training. Refresher training will be provided in January 2011.
University-Wide Training and Development Plan	Lead compliance/overview		Executive Director of Health & Safety	Physical Plant asbestos competent person is also the lead contact – ongoing.
University-Wide Training and Development Plan	Defibrillator training		Executive Director of Health & Safety	Stout Police offers this as needed, usually with CPR
University-Wide Training and Development Plan	Emergency Management (including building evacuation, alarm codes, etc)		Executive Director of Health & Safety	Offered at quarterly new employee orientation, and annual Student RA / Hall Director training
University-Wide Training and Development Plan	Identifying students and co-workers at risk		Dean of Students	Information is sent to all faculty/staff each fall semester on the Students of Concern/risk assessment signs, process of informing the SOC team, and other threat assessment information. All SOC and faculty of concern team members have been trained extensively in Threat Assessment and response.
University-Wide Training and Development Plan	Fire extinguishers		Executive Director of Health & Safety	Offered annually by Safety & Risk Management for Physical Plant and Dining

University-Wide Training and Development Plan	Ergonomic workstations		Executive Director of Health & Safety	Offered as requested. Infrequent demand.
University-Wide Training and Development Plan	Provide training to data leads on how to obtain data from central databases		Pam Holsinger-Fuchs and Assistant Registrar	Scott Correll has been hired as registrar. Names of data leads from campus have been received. Training will occur this summer. LTE will start Jan. 3 to respond to data requests in the interim. Central data request form is being developed for consistency. $10,182 has been allocated for LTE funding to assist in responding to data requests.

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
Academic Plan	College of Arts, Humanities, and Social Sciences: M.F.A. in Design: Entitlement to Plan approved by UW System Fall 2007.	Authorization to implement: Fall 2010 Implementation: Fall 2011	Ron Verdon	Planned for approval at February 2011 BOR meeting; implementation now planned for Spring 2012.
Academic Plan	College of Arts, Humanities, and Social Sciences: B.F.A. in Graphic Design	Entitlement to plan: Spring 2011 Authorization to implement: Fall 2011 Implementation Fall 2012	Ron Verdon & Tamara Brantmeier	In progress as planned.
Academic Plan	College of Arts, Humanities, and Social Sciences: B.F.A. in Industrial Design	Entitlement to Plan: Spring 2011 Authorization to implement: Fall 2011 Implementation: Fall 2012	Ron Verdon & Tamara Brantmeier	In progress as planned.
Academic Plan	College of Arts, Humanities, and Social Sciences: B.F.A. in Interior Design.	Entitlement to Plan: Spring 2011 Authorization to implement: Fall 2011 Implement: Fall 2012	Ron Verdon & Tamara Brantmeier	In progress as planned.
Academic Plan	College of Arts, Humanities, and Social Sciences: B.F.A. in Multimedia Design.	Entitlement to Plan: Spring 2011 Authorization to implement: Fall 2011 Implementation: Fall 2012	Ron Verdon & Tamara Brantmeier	In progress as planned.
Academic Plan	College of Education, Health, and Human Sciences: BS in Education – Technical Education License 220: Entitlement to Plan in collaboration with UW-Platteville under discussion.		Jackie Weissenburger	Under discussion as noted.

Academic Plan	College of Education, Health, and Human Sciences: B.S. in Health, Wellness and Fitness.	Authorization to implement: Fall 2010 Implement: Fall 2011	Bob Peters	Authorization to implement passed through the university curriculum process; planned for final approval at the April 2011 BOR meeting; implementation planned for Fall 2011.
Academic Plan	College of Education, Health, and Human Sciences: M.S. in Gerontology: Entitlement to Plan approved by UW System Fall 2009. Authorization to Implement and Implementation TBD.		TBD	On hold.
Academic Plan	College of Education, Health, and Human Sciences: Ed.D. in Career and Technical Education: Entitlement to plan under discussion.		Carol Mooney & Jackie Weissenburger	Under discussion as noted.
Academic Plan	College of Education, Health, and Human Sciences: *Submajor*: Mathematics Education concentration: under development as a concentration of the B.S. in Applied Mathematics and Computer Science.		Joy Becker, Chris Bendel, & Jackie Weissenburger	Approved by DPI in fall 2010; courses and program revision in progress to be approved Spring 2011.
Academic Plan	College of Education, Health, and Human Sciences: *Submajor*: Reading Specialist certification: under development.		Kimberly Martinez & Jackie Weissenburger	In progress; to be submitted to DPI in January 2011.
Academic Plan	College of Education, Health, and Human Sciences: *Submajor*: Workplace Diversity minor and professional development certificate: under development.		Mitchell Sherman	Passed through the university curriculum process in Fall 2010.
Academic Plan	College of Science, Technology, Engineering & Mathematics: Professional Science Master's (P.S.M.) in Industrial and Applied Mathematics.	Entitlement to Plan: Summer 2010 Authorization to Implement: Spring 2011 Implementation: Fall 2011	Petre Ghenciu & Alex Basyrov	Entitlement to Plan approved by UW System on September 28, 2010.
Academic Plan	College of Science, Technology, Engineering & Mathematics: M.S. in Biomedical Sciences: Entitlement under discussion.		Michael Pickart	Under discussion as noted.
Academic Plan	College of Science, Technology, Engineering & Mathematics: Professional Science Master's: Under discussion in collaboration with Minnesota State Colleges and Unversity System, North Dakota State University, Concordia College, and UW-LaCrosse.		Jeff Anderson	Received Sloan Foundation grant; Industrial Advisory Board being formed; needs assessment to be conducted.

ADD	College of Science, Technology, Engineering & Management and College of Education Health & Human Sciences: Food Packaging Professional Development Certification		Mary Hopkins Best	Under discussion.
Academic Plan	College of Science, Technology, Engineering & Mathematics: *Submajor*: Mathematics Education concentration. Under development as a concentration of the B.S. in Applied Mathematics and Computer Science.		Mary Hopkins-Best & Brian McAlister	Approved by DPI in fall 2010; courses and program revision in progress to be approved Spring 2011.
Academic Plan	College of Science, Technology, Engineering & Mathematics: *Submajor*: B.S. Engineering Technology. Investigation of collaborative programming for remote site delivery with UW-Sheboygan, UW-Manitowoc, and Lakeshore Technical College.	Implementation: Fall 2011	Rich Rothaupt & Scott Springer	Under discussion.
Academic Plan	College of Management: M.S. in Homeland Security. Entitlement to Plan under discussion.	Authorization to Implement: Fall 2011 Implementation: Fall 2012	Elbert Sorrell	Entitlement in progress through the university curriculum process.
Academic Plan	Interdisciplinary: M.S. in Sustainability: Entitlement to Plan under discussion in collaboration with UW-Extension and other UW institutions.		Jackie Weissenburger	Preliminary teleconference has been held.
Academic Plan	Interdisciplinary: B.A.A.S. in Applied Arts and Sciences: Degree completion: in collaboration with UW Colleges and UW-Barron County.		Jackie Weissenburger	In progress.
Academic Plan	Interdisciplinary: M.S. in Innovation and Entrepreneurship: Entitlement to Plan under discussion.		Ron Scozzari and Mark Fenton	Will pursue a Certificate in Entrepreneurship first. Proposal for the Certificate has been drafted and will go through the university curriculum process in spring 2011

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
Marketing Plan	Creation of the Integrated Marketing Team: Marketing staff has developed the framework for an integrated marketing team to assist in coordinating university-wide marketing efforts.	Fall 2010 and ongoing	Director of Integrated Marketing Staff	Currently working on the creation of a centralized marketing unit on campus to serve the needs of the campus. This unit is projected to start 7/1/2011.
Marketing Plan	Implementation of revised identity standards program: IM staff will introduce the revised identity standards program to the campus through presentations, UW-Stout Today, an identity website and an e-mail from the administration highlighting the new program.	September 2010 and ongoing	Director of Integrated Marketing, Web Coordinator, University Editor and Printing Services Assistant	Revised Identity program was implemented in September 2010. Marketing/Communications staff presented revised identity standards to entities, colleges and councils across campus. The identity website was also revised and can be found at www.uwstout.edu/identity
Marketing Plan	Incorporate Inspiring Innovation theme into marketing materials: All authors of marketing materials will incorporate the Inspiring Innovation message into marketing materials it creates.	Summer 2010 and ongoing	Integrated Marketing and Communications staff	The Inspiring Innovation marketing theme has been incorporated in marketing materials, billboards and banners on campus.

Marketing Plan	Photography: Inspiring and current still photography is crucial for effect presentations on the website and in publications, and for other media. Hire a photographer throughout the 2010-2011 academic year to take photos for various marketing uses. Place photos in strategic locations around campus.	Fall 2010 and ongoing	Integrated Marketing and Communications staff	Bill Wikrent, Don Steffen and Jill Olsen have taken photos of events on campus this past fall and we have hired a photographer to take class photos this February/March.
Marketing Plan	Ask Faculty and Staff for Success Stories/Students and Alumni to highlight in advertising campaigns: While the Communications and Marketing staff present the marketing process to faculty and staff at workshops, staff will hand out a request for faculty and staff to identify individuals – students, alumni, faculty, staff should be highlighted by the university in marketing campaigns, news story ideas, the Stout Outlook alumni publication, the StoutQuest research publication and more.	September 2010 and ongoing	Integrated Marketing and Communications staff	Marketing and Communications staff have presented to the colleges, councils and entities on campus requested success story ideas that can be used in the E-Outlook, for press releases and in marketing materials.

Marketing Plan	Continue to work on website redesign project for the university: Work with selected website design vendor to implement website redesign project and intranet development project on behalf of the university.	May 2010 and ongoing throughout 2010-11 academic year	Website project team: Maureen Carlson, Doug Wahl, Kay Schnur, Dave Williams, Doug Mell, Pam Holsinger-Fuchs, Ron Verdon, Amy Lane and Phil Lyons	The website redesign project is underway. We have completed the listening sessions in the fall of 2010 and have taken the feedback from the listening sessions to develop the suggested navigation and template for the home page. The Senior Administration has approved the look of the home page and we are currently finalizing the navigation.
Marketing Plan	Continue to replace banners for the campus to illustrate the Inspiring Innovation theme and create photo marketing opportunities on campus: Continue with a series of outdoor, four-season light post banners to be placed on campus to further promote the polytechnic designation through the use of the Inspiring Innovation theme.	Fall 2010	Integrated Marketing staff	The banners on campus were replaced Fall of 2010. We will continue to add banners to the North campus in the 2011-2012 academic year.

Marketing Plan	Laptop communications: Use the university laptops and network as tools to promote the marketing theme. Create a new wallpaper screen on university laptops using the Wisconsin's Polytechnic University tagline. This will be the first screen that pops up when the university laptops boot up. The University Marketing Team will continue to investigate ways to incorporate the Wisconsin's Polytechnic University and the Inspiring Innovation marketing themes through the laptop program at UW-Stout. Additionally, investigate developing a laptop skin for the outside of the laptops.	Summer 2010 for wallpaper change and ongoing throughout 2010-2011 school year for investigating potential marketing opportunities through the laptop program	Integrated Marketing staff	A new wallpaper was created and submitted to LTS staff and added to all laptops for the 2010-11 academic year.
Marketing Plan	Develop two minute program videos to highlight each undergraduate program: Develop videos to promote each undergraduate program to be used on program websites and possibly in additional marketing avenues such as web banner ads, mall kiosk advertising, in presentations and to play on closed circuit TV's on campus.	May, 2010 and ongoing throughout 2010-11 academic year	Integrated Marketing and Admissions staff	Currently working on the development of program videos for the undergraduate programs at UW-Stout. Three videos have been completed and 12 more are currently in various phases of production.

We will continue to work on the development of videos for the remaining programs during the winter/spring 2011. It is likely that we will continuing work on the videos during the 2011-12 academic year. |

Marketing Plan	Advertise on Zinch: Continue partnership agreement with Zinch (an online site for prospective students and international students).	Ongoing throughout 2010-11	Admissions staff	We continue to advertise with Zinch.
Marketing Plan	Web Banner Advertising: Advertise to prospective traditional, non-traditional and distance education students on various websites including: Get Educated, Wisconsin Public Radio, Minnesota Public Radio and others to promote the variety of academic options available to all students at UW-Stout.	Summer 2010 and ongoing	Integrated Marketing staff	We are currently advertising on MPR, WPR and WEAU.com. Marketing staff is currently investigating Get Educated.com and the possibility of collaborating with other UW-System schools that do not have competing online programs.
Marketing Plan	Explore viral marketing and Mall Kiosk advertising opportunities: Promote the distance education and traditional education options at UW-Stout.	2010-2011 academic year	Integrated Marketing staff	Currently advertising at the Mall of America – running TV commercials and have a mall kiosk ad at the Oakwood Mall.

Marketing Plan	Specialty Magazine Advertising: Advertise in *Minnesota Monthly* magazine. *Minnesota Monthly* is the region's most widely circulated lifestyle magazine, catering to a well-educated, affluent audience. Key topics—mainly with a strong focus on Minnesota—include politics, education and healthcare. *Minnesota Monthly* is also a popular resource for local entertainment, travel, arts and dining opportunities. The magazine has a subscription base of 65,000 with 75% of the readers being aged 35 and older. Advertise in the following issue in 2010: September 2010.	Produce ads in July/August	Integrated Marketing Staff	Advertised in the September 2010 issue of Minnesota Monthly the Back to School issue. The Marketing team has decided not to advertise in this publication moving forward and to use the funds for other marketing strategies.
Marketing Plan	Billboard Advertising: UW-Stout will advertise on two billboards to build the image of being Wisconsin's Polytechnic University and to promote the Inspiring Innovation theme.	May/June 2010 renewals	Integrated Marketing staff	Currently we have four billboards – one we have not renewed, but our advertisement is on this billboard. The billboards all reflect our inspiring innovation theme.
Marketing Plan	Continue institutional presence on Facebook and Twitter: Promote links whenever possible and purchase banner ads whenever possible.	Ongoing	University Communications	The Communications and Admissions office are actively involved with Facebook and Twitter.

Marketing Plan	Advertise in High School Student Planners: Continue to advertise in targeted high school student planners promoting the variety of educational options at UW-Stout.	Fall 2010 and ongoing	Integrated Marketing and Admissions staff	We are continuing to advertise in targeted high school planners.
Marketing Plan	Reserve funds for printing and special marketing initiatives for 2010-2011 academic year.	Ongoing	Integrated Marketing	The reserve funds have been used for additional marketing expenditures including – retractable banners that were used for the Jarvis Hall Grand Opening – these banners can be used for any special events, printing of marketing materials and more.
Marketing Plan	TV advertising	2010-2011	Integrated Marketing	Run TV commercials from November through February 2011 to the target audiences of teens, 18-24, Non-traditional students and parents in Western Wisconsin and the Twin Cities. TV ads are running on programs high appeal including: Saturday Night Live, the High School Sports Wrap, ESPN, WEAU news, Dirty Jobs, Glee, Gossip Girl, 2 ½ Men, the Late Show and Letterman.

| Addition to the Marketing Plan | Video development for targeted populations | 2010-2011 | Admissions and Integrated Marketing | Through the Inclusive Excellence plan – the Admissions and Integrated Marketing staff have been asked to develop videos to reach out the Hmong, Hispanic, Native American, African American, LGBTQ, and non-traditional populations. This project is starting in January 2011 and most likely will continue into the 2011-12 academic year. |

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
High Risk Drinking Prevention Plan	Support faculty/staff in required class attendance. EAC review UW-Stout attendance policies/guidelines.	Fall 2010	Faculty Senate Abel Adekola	EAC reviewed Attendance Policy and recommended revisions are before the Faculty Senate.
High Risk Drinking Prevention Plan	Increase number of classes held on Fridays.	Fall 2010	Provost	Friday classes for Fall 2010 were increased by 20%
High Risk Drinking Prevention Plan	Implement consistent enforcement of policies across campus for students who engage in high-risk alcohol behavior that threatens harm to self or others, results in criminal charges or property damage.	Fall 2010	Dean of Students Office/Housing	Dean of Students Ch. 17 Conduct Cases 9/6/2010 – 11/30/2010. 247 alcohol related cases investigated resulting in: Disciplinary probation – 50 Suspensions – 15 Expulsion – 2 Warning – 88 Other – 13 Housing conduct policy also sanctions students who do not rise to the level of UWS Ch. 17
High Risk Drinking Prevention Plan	Collaboration with local agencies (Arbor Place) and law enforcement to support more frequent party patrols and strong sanctions for hosts.	Fall 2010	Lisa Walter	22 deployments – party patrols, party mapping, beat patrols, bar checks, and bar walk-throughs. Trained 35 officers and community volunteers. New member training/orientation scheduled for Jan. 27th
High Risk Drinking Prevention Plan	Parental notification when students engage in serious or repeated violations of alcohol policies and/or the law.	Fall 2010	Judicial Officers Joan Thomas	65 students have had their parents contacted regarding alcohol policy violations.
High Risk Drinking Prevention Plan	Ban the promotion or marketing of alcohol and/or drinking by eliminating "drinking related" items in campus stores (Niche, bookstore) in classroom projects and in published materials. Refrain from hiring comedians, etc. that support a culture of drinking during New Student Orientation – Week One.	Fall 2010 Ongoing	Provost University Relations Kim Nimsgern	Niche, Marketing Class, bookstore were contacted. Comedians and performers on campus either avoided or provided positive messages

High Risk Drinking Prevention Plan	Support changes in City Ordinances related to environmental change, especially the pursuit of "Public Intoxication" citation.	Fall 2010	Jacob Bloom Campus Admin	Intoxicated server went before City Council was voted down 7-4. Three City Council members attended December Coalition meeting with plans for collaboration and information sharing. There is a new motion to review fines and alcohol licensing and renewal process.
High Risk Drinking Prevention Plan	Educate students on the impact of alcohol violations/behaviors may have on educational/career choices, study abroad opportunities, conference participation, employment potential, and other goals and opportunities.	Fall 2010	Mary Hopkins-Best Joan Thomas	Mary authored a document that was provided to deans, shared with PD, and used extensively in Career Services and other Student Services offices and program titled, "The Effects of Alcohol and other Drugs on your Professional Identity."
High Risk Drinking Prevention Plan	Communicate alcohol policies, sanctions, and procedures to campus and provide advance notice of possible sanctions for high risk and/or repeated behaviors.	Fall 2010	Joan Thomas	Provided "Enforcement Plan" document to all students fall.
High Risk Drinking Prevention Plan	All first year students will take e-Chug during the spring term prior to registration. (HOLD on registration until completed).	Spring 2011	Jake Bloom Joan Thomas Scott Correll	Contacted e-chug and had the software changed to provide email verification once a student completes program. Created e-chug email account. Verification of completion emailed to Jake Bloom – contact person. Next steps are integration with IT, Registrar and Advisement Center to set up "registration hold" until completed.

High Risk Drinking Prevention Plan	Involve students in education regarding alcohol – target groups such as athletics, SSA, Greeks, Student orgs.	Fall 2010	Jake Bloom	Wrote 2011 DOT grant to engage students as partners (funded at $5,000) Student hired to network with target groups on campus. MSS, Athletics, Res Life, UREC, MSS are collaborating to deliver AOD outreach to their peers. Athletics in beginning stages of "Step-Up" program for bystander intervention. Developing AOD Education Curriculum to be implemented via peer to peer on following topics: BAC education, underage fines and consequences, bystander intervention, alcohol facilitated sexual assault. SSA is developing a prevention video and passed resolution on alcohol initiatives they will partner on and support.
High Risk Drinking Prevention Plan	Send letter to incoming freshman and their families prior to fall term regarding Stout's philosophy and expectations for keeping students safe. Signed by Chancellor, Dean of Students, Chief of Police, Alcohol Coalition Chair.	Fall 2010	Joan Thomas	Letter went out to all families of incoming freshmen signed by those identified.

High Risk Drinking Prevention Plan	Develop, implement, and infuse campus wide alcohol philosophy statement throughout campus – publications, websites, letters, etc.	2010-2011 Ongoing	Joan Thomas	Website is up to date with education and prevention materials and the alcohol plan. http://www.uwstout.edu/aod/index.cfm Alcohol philosophy statement was also in the new student Orientation booklet. The University of Wisconsin Stout will strive to create and support an environment where use of alcohol does not prevent students from realizing their highest potential of intellectual, physical and human development. The University will use evidence based policies, programs, and services and will assess progress through measurable goals and objectives.
High Risk Drinking Prevention Plan	Incentive for students who do not get an alcohol violation in their first year. (Blue Devil T-shirt?).	2010-2011	Joan Thomas	In progress – incentive not identified.
High Risk Drinking Prevention	Development and implementation of the Housing Alcohol Plan for 2010-2011.	Fall 2010	Scott Griesbach	Infusing alcohol messages – Life @ Stout, bulletin boards, Smart & Healthy Campaign, RA dialogue, housing programs addressing alcohol issues.

High Risk Drinking Prevention Plan	Social Norms meeting campaign, chair Chancellor's Coalition on Alcohol and Drugs, participation on UW System AOD committee, collaboration with Dunn Country Partnership for Youth, Dunn County Alcohol Task Force, administration of DOT grant, training conduct staff in motivational interviewing, alcohol assessments, and other aspects of the Alcohol Plan.	Fall 2010 Ongoing	Joan Thomas	UW System AODA Committee: System AOD Use Survey – spring 2011 Campus Community Readiness Assessment meeting – Feb. 3 and 4 Dunn County Youth Partnership Presentations: Lions Club, Kiwanis, SSA, Optimist Club, Mainstreet Menomonie, etc. Support for ordinance changes. Media Campaign/Public Awareness with Face Project "Domino Strategy" and bathroom readers in local establishments. Dunn County Area Task Force (DCATF). Update under collaborations

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
Inclusive Excellence Plan	Marketing materials: Produce DVD/video for parents, counselors and on web, make marketing materials amenable to all diverse groups, web materials need to be accessible to diverse students.	May 2011	**Executive Director of Enrollment Services** and Marketing Director	Working with a committee and outside vendor to produce 4 to 5 videos for targeted audiences. Meeting was held with steering committee. Six separate videos are being planned focusing on: African-American, LGBTQ, Hmong, Latino/Hispanic, Native American and students in non-traditional roles. The videos will be web streamed not produced on a DVD for easier distribution.

Inclusive Excellence Plan	Diversity population-specific (minority, disabled, LGBTQ, women in non-traditional areas) recruiting – with people who can build relationships with diverse groups. To facilitate this, engage student leaders on campus and alumni in recruitment process.	Plan received by January 2011	**Executive Director of Enrollment Services**, Alumni Office, MSS Director, Pride Alliance, Dean of Students	Coordinate ethnic specific campus visits for prospective students in collaboration with student organizations. Native Pride at UW Stout (with NASO-10/14/10), BSU(March), HSSO (April) Latinos Unidos (March). Collaborated with Admissions – "Route to Stout" campus visit for Eau Claire high school (Hmong) students. Attend college fairs with significant diversity populations (MN, LCO, College Explosion, WEASSP, Milwaukee Precollege) Develop partnerships with federal educational grant programs to promote precollege participation. (Spring 2011). Develop MSS precollege web page with online communication to include prospective and current students and alumni. (Spring 2011) Contact with Veteran Drill Halls in Spring 2011. Veteran marketing materials.
				Separate groups are being formed for each of the six targeted groups listed above. Disabled student recruitment will not be a focus due to the challenges of funding for services. SSA is involved to engage students of color in the recruitment process. Alumni of color will be engaged through work with the MSS office.

Inclusive Excellence Plan	Admissions will follow up with multicultural students with incomplete applications to offer additional assistance and Multicultural Services will contact new admits.	Sept 2010	Executive Director of Enrollment Services for apps, MSS Director for admits	MSS staff initiates personal phone calls and provides mailings to multicultural student admits. Calling of all prospective and applicant students of color has been occurring during the fall. Admitted students are being followed up with by the MSS staff. A separate mailing also went out to all of the students of color from our Multicultural recruiter. Student telerecruiters will also be calling on March 7 & 10th as well for follow-up questions.
Inclusive Excellence Plan	Broaden definition and formalize pre-college process. Every student attending receives the same resource materials about UW-Stout. Use pre-college as recruitment tool with more comprehensive follow-up and tracking of students who participate. Explore external funding to expand pre-college programs for targeted groups.	Plan by January 2011	**Executive Director of Enrollment Services**; Dean of Students; Camps and Conference Coordinator	Bulletin boards, table tents and information was created for the summer camps and admissions viewbooks placed in each residence hall room for the summer of 09-10. In addition a presentation was provided for each pre-college program about Stout. A letter was designed for all pre-college students by a former pre-college participant that is a current Stout student. All of the pre-college student data has been added to our prospective database in RP. A replication grant was submitted for the People Prep program and was not funded. Additional grants are being considered.

Inclusive Excellence Plan	Targeted approach to reach parents of middle school and high school students, utilize parent/teacher associations, target school districts, use websites to reach these audiences.	Plan by January 2011	**Marketing Director**; Executive Director of Enrollment Services; MSS	DPI Precollege grant proposals for three (3) - one week, residential summer programs were submitted and expect notification in January. Develop partnerships with Eau Claire, Menomonie and Wausau schools to offer college preparation opportunities. Informational workshops will be available for parents/families, community organizations, educational programs and schools. Precollege web page will be enhanced with video clips by students and staff to include Hmong and Spanish for parents with limited English. (Spring 2011) Working on targeted plan to reach various targeted audiences with Enrollment Management Director Mall Kiosk has been designated for Oakwood Mall with a specific marketing piece for distribution to parents/students
Inclusive Excellence Plan	Re-establish an ESL program.	June 2011	Director of International Education	Received final approval for establish ESL program on 12/1510. I am planning to hire a curriculum developer in January. I am also working with UG admissions, graduate admissions, records and registration and Cashier's office to set up the Peoplesoft system to accept ESL students. Due to the unexpected delay in approval process, we have to postpone the program starting date to Fall, 2011 as our current computer system is not ready.

Inclusive Excellence Plan	Provide mentorship for students of color with other student leaders, faculty, staff and alumni.	May 2011	MSS Director	Two (paid) peer mentors encouraged students to utilize campus resources, participate in MSS activities, facilitated workshops to promote academic success and created opportunities to enhance campus climate through social activities and student organizations, utilized bystander intervention strategies within the Springboard and Stoutward bound living and learning community. Mentors maintained communication through phone, text, email, facebook and personal contacts. Five additional mentors will be hired Spring 2011 to expand services and utilize on-line format to connect with alumni and invite faculty to offer encouragement to students with "monthly lunch conversations" in MSS.
Inclusive Excellence Plan	Empower multi-cultural student organizations that target diverse populations with additional advisement support.	May 2011	MSS Director	MSS staff serves as Advisors to BSU, HSSO, Latinos Unidos and NASO. MSS staff attend meetings, organization activities and regularly meet with student leaders and SSA Diversity Director to enhance cultural identity development, collaboration and leadership.
Inclusive Excellence Plan	Increase use of SAGE program to identify students who are experiencing difficulties early in their academic careers.	January 2011	Dean of Students, Academic Deans	Pilot in spring 2011, full implementation fall 2011
Inclusive Excellence Plan	Develop ways to enhance students' lives outside of the classroom – including in the community, expand civic engagement model/VISTA program, and service learning opportunities.	May 2012	Assistant Vice Chancellor (ASLS)	Ongoing – Coordinator of Civic Engagement has been hired this month. This person will lead the establishment of an advisory group to pull community, faculty and student together.

Inclusive Excellence Plan	Continue to support and expand Bridge programs in the summer.	Sept 2011	Dean of Students	In progress…external funding needed, Great Lakes grant supported some funding last year, but it is uncertain for 2011. Will continue to seek outside funding options.
Inclusive Excellence Plan	Expand learning communities with attention to targeted populations.	See University Priority	See University Priority	
Inclusive Excellence Plan	Review retention and graduation rates for each undergraduate program and make plans for improvement as needed.	Plans by May 2011	**Academic Deans**; Undergraduate program directors; BPA Director	COM: Request initiated. Review in process. STEM: Information on undergraduate program retention and graduation rates received 12/07/10. Review to begin in January. CAHSS: We are prepared to review the retention and graduation rate data, provided by PARQ, for our undergraduate programs. PARQ: Program facts will be provided to Deans early second semester.
Inclusive Excellence Plan	Review retention and graduation rates for each graduate program and make plans for improvement as needed.	Plans by May 2011	**Academic Deans**; Graduate program directors; BPA director	COM: Request initiated. Review in process. STEM: Awaiting data on retention and graduation rates for graduate programs. CAHSS: We are prepared to review the retention and graduation rate data, provided by PARQ, for our graduate program. PARQ: Program facts will be provided to Deans early second semester.

Inclusive Excellence Plan	Review pass rates in courses and make plans for improvement as needed.	Plans by May 2011	**Academic Deans**; Department chairs; BPA Director	COM: Request initiated. Review in process. STEM: Data on pass rates in larger enrolled STEM courses forthcoming. Review to begin upon receiving data. CAHSS: We are prepared to review pass rate data, provided by PARQ, for CAHSS courses selected by us. PARQ: Data will be provided to Deans early second semester.
Inclusive Excellence Plan	Ensure students of color and parents understand the financial aid process and timelines for students to receive appropriate aid.	September 2011	MSS Director and financial aid Director	MSS staff call, send letter and literature to (MSS) admits and parents to offer support and promote Financial Aid night, College Bowl Sunday, UW Stout Financial Aid and Wisconsin College Access Challenge Grant Resources. MSS staff received training from Financial Aid Director October, 2010.
Inclusive Excellence Plan	Connect students with on campus job opportunities and encourage people to hire diverse student employees.	January 2011	All Deans and Directors; CAC	CAHSS: Departments have been informed of the Stout Career Link and the efforts of Grad College, Financial Aids, and Career Services. Yhey have been asked to use this service.
Inclusive Excellence Plan	Increase the number of scholarships and assistantships for diverse student populations. Include inclusive language with the scholarship materials.	May 2015	Vice Chancellor for Advancement and Marketing	
Inclusive Excellence Plan	Teach/inform/educate students on financial literacy.	Plan by May 2011	**SLS- Campus Card Services**; TRIO; Financial Aid Director	Campus Card contacted RCU to provide financial information to incoming freshman during summer orientation. This program should be expanded.
Inclusive Excellence Plan	Explore differential tuition.	BOR proposal in 2/2011	Chancellor, Provost	After presentation to SSA, decision was made to hold off on proposing differential tuition to the Board of Regents in 2011.

Inclusive Excellence Plan	Establish faculty exchange opportunities for UW-Stout faculty to teach in other regions of the U.S. or other countries and to invite guest faculty from other areas to UW-Stout. Consider the use of technology to accomplish this. Use the ACE fellows program as a resource.	May 2012	**AVC for EDI**; Director of International Education; Deans	Recruitment for AVC for EDI in progress
Inclusive Excellence Plan	Identify strategies for career flexibility for faculty at various career stages – early career – mid-career – late career.	January 2012	Women's Issues group; **AVC for EDI**	Recruitment for AVC for EDI in progress
Inclusive Excellence Plan	Develop visibility/recognition program for accomplishments so internal and external audiences can identify campus progress relative to inclusive excellence.	January 2011	Executive Director of Communications and External Relations	we have a variety of ways (daily e-mail; memos to the campus from the chancellor, provost and others; listening sessions; About Stout; our marketing materials; news releases; etc) to accomplish this "visibility/recognition." we will continue to use these methods when appropriate and will expand on them when possible.
Inclusive Excellence Plan	Re-establish women's issues group	January 2011	Provost	Committee establishment form is in the process of being updated.
Inclusive Excellence Plan	Expand on accessibility in the classroom to create an inclusive environment for people with disabilities.	May 2015	ADA Committee; Campus Planner	No update received
Inclusive Excellence Plan	Expand national student exchange program.	May 2012	Director of International Education	No update received

Inclusive Excellence Plan	Embed Inclusive Excellence in the curriculum through participation in the Compass Institute and other professional development opportunities, including Curriculum Incubation Center and ethnic studies course revision stipends.	January 2011	Associate Vice Chancellor (ASA)	Nine members were selected for UW-Stout's Compass Institute team. Eight members of the team participated in this System sponsored Institute November 10-12. The team is assisting ARC with the initial phases of the study to interview recent or soon to be minority students to determine the factors that led to their success. Three Racial and Ethnic Studies courses have been revised by faculty and staff since January 2010.
Inclusive Excellence Plan	Provide faculty development opportunities related to creating an inclusive curriculum.	Plan by May 2012	**NTLC Director**; Faculty Senate (CIC)	NTLC Director will meet with the Faculty Senate CIC Chair next semester to identify and plan a strategy for implementing inclusive curriculum into faculty development opportunities.
Inclusive Excellence Plan	Conduct UW System Campus Climate Study.	May 2011	Diversity Leadership Team	Survey scheduled to launch on January 18.
Inclusive Excellence Plan	Provide training on Inclusive Excellence to supervisors and department chairs. Utilize the "I am inclusive" initiative (goal 6) as an example.	May 2013	**AVC for EDI**; Human Resources Director	Recruitment for AVC for ED in progress
Inclusive Excellence Plan	Incorporate Inclusive Excellence language into employee position descriptions as they become vacant or need to be updated.	May 2015	Human Resources Director	No update received
Inclusive Excellence Plan	Work with every member of the Housing staff to identify at least 3 things they will personally do for our "I AM INCLUSIVE: WE CREATE EXCELLENCE" campaign to further the UW-Stout Inclusive Excellence initiative.	Begin September 2010	Director of University Housing	Every professional staff member, Desk Services Manager, Resident Advisor, Academic Resource Coordinator, Desk Assistant, Security Assistant, and Graphic Designer has seen the presentation and signed an "Action Sheet."

Inclusive Excellence Plan	Provide a "Service Learning Day" – which includes working directly with or doing something for people with disabilities, people of color, people from low socioeconomic backgrounds or people living with HIV/AIDS.	2010-11	Director of ==University Housing==	Service Learning Day was held on August 30, and 9 Desk Services Managers, 77 Resident Advisors, and 7 Academic Resource Coordinators participated at 6 different sites in the Twin Cities.
Inclusive Excellence Plan	Maintain inclusive Diversity Leadership Committee to monitor progress.	Sept 2010	Diversity Leadership Team co-chairs	DLT has been meeting monthly
Inclusive Excellence Plan	Performance evaluations for senior leaders, including Chancellor Sorensen, need to include Inclusive Excellence.	May 2013	Faculty Senate; Senate of Academic Staff	No update received
Inclusive Excellence Plan	Require department chairs and unit supervisors to include Inclusive Excellence in department and unit plans and review progress towards the goals in this action plan. Update ESURC template and format. Utilize the "I am inclusive" initiative (goal 6) as an example.	May 2011	**ESURC**; Department chairs	No update received
Inclusive Excellence Plan	Embed Inclusive Excellence questions into course evaluations.	May 2012	Faculty Senate	No update received
Inclusive Excellence Plan	Incorporate into university-level strategic planning process – including 6 month updates, gap lists, annual action plan updates, and performance indicators.	Sept 2010	Director of Budget, Planning and Analysis send out requests; **AVC for EDI responsible for providing progress updates and updating the action plan**	Inclusive Excellence was included on request for updates in December, 2010
Inclusive Excellence Plan	Report regular progress on Inclusive Excellence to System.	As needed	Diversity Leadership Team	We have not received any requests for updates from UW System since initiating our Inclusive Excellence plan

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
UP- Diversity	Conduct an in depth qualitative study that involves a series of interviews with students of color to assess how to improve graduation rates for minority students at UW-Stout. A series of recommendations based on the study would be shared with the campus.	May 2011	Meridith Wentz/ARC (primary), Pam Holsinger-Fuchs and interested Social Science faculty, see note below, MSS Office	Part of this project was assigned to the Compass institute participants. The Compass institute participants are currently recruiting for racial/ethnic minority graduate students to serve as facilitators.
UP-Diversity	Conduct quantitative market research in order to generalize the results from the qualitative study to the UW-Stout population	May 2012	Maureen Carlson (primary) and ARC	Will not be starting until after the qualitative study is done.
UP- Enrollment Management	Investigate the providing of user friendly methods of payment for tuition and fees that are more convenient than currently offered options; consider on-line delivery options. Provide a summary report to the Chancellor.	June 30, 2011	Registration and Records, Student Business Office (primary), Information Technology, Student Service Units including Housing.	New payment methods are being implemented via Touchnet. Should be ready in Spring

Rick Olson will be working with this group to look at issues. Credentials Solutions (TranscriptsPlus) will add credit card option to students ordering transcripts. |
| UP- Enrollment Management | Investigate the elimination of the paper add/drop card. Provide a summary report to the Chancellor. | December 31, 2010 | Registration and Records, Faculty Senate/EAC (primary). | This similar issue (see below) was passed unanimously by the EAC and the Faculty Senate Exec Board. Full |

				Senate vote schedule for 12/14/10. Faculty will still have final word for course overload (full class) and dropping of course after 10th day.
UP- Enrollment Management	Investigate allowing students to add/drop classes up to the first day of class and then during the first few days of class. Provide a summary report to the Chancellor.	December 31, 2010	Registration and Records, Faculty Senate/EAC (primary).	This was passed unanimously by the EAC and the Faculty Senate Exec Board. Full Senate vote schedule for 12/14/10. Faculty will still have final word for course overload (full class) and dropping of course after 10th day.
UP- Enrollment Management	Investigate the use of online waitlists. Provide a summary report to the Chancellor.	December 31, 2010	Registration and Records, Faculty Senate/EAC (primary).	This is being considered. Feasibility to ensure fairness to students is being examined.
UP- Enrollment Management	Investigate the possibility of informing students of important dates regarding refunds and withdrawals important dates. Provide a summary report to the Chancellor.	June 30, 2011	Registration and Records, Information Technology, Faculty Senate/EAC (primary), Business Office	Students are sent emails from Bursar for all payment date reminders. Also have dates on Bursar website and Facebook page

A link was added to DE student letters. Information was included in Daily email to students. Message |

				was added to R & R website. R & R website updated weekly with important dates.
UP- Enrollment Management	Investigate a system in which each individual course has its own individual schedule which allows for add/drops outside of the traditional academic calendar. (Review BOR policies) Provide a summary report to the Chancellor.	June 30, 2011	University Registrar, Faculty Senate/Educational Activities Committee (primary); Business office; Financial Aid office	Bursars has been involved in this only as they would have to set up payment calendar in software Using dynamic dating currently. Investigating feasibility of PS functionality to allow drop/out outside the traditional semester schedule.
UP- Enrollment Management	Investigate joining the "Return to Wisconsin" consortium/group – a System initiative whereby children of alums are given in-state tuition to participating institutions. Stout should join the consortium. This requires BOR approval (differential tuition). Provide a summary report to the Chancellor.	June 30, 2011	Admission and Enrollment Services (primary). Foundation office	There is not currently a "consortium" that has to be joined. A number of the WI colleges offer this program but there is not a formal consortium. Wording of this action item should be changed. Information has been gathered and will be presented to the Chancellors Cabinet.
UP- Enrollment Management	Investigate scholarship application process to be streamlined allowing for the submission of materials on-line and eliminating the paper copies for reviewers. Reviewers would be requested to access materials electronically. Provide a summary report to the	June 30, 2011	Alumni Foundation, Information Technology, Enrollment Management and Admissions, University Community and Alumni	The foundation has created an on-line scholarship application process using a

			Reviewers, Dave Williams (primary)	company named WizeHive. The on-line application is set to go with the scholarship deadline of January 28th, 2011.
UP- Enrollment Management	Automation of distribution of transcripts (online service)	September 2010	Enrollment Services	Credentials Solutions will provide this service. Working with IS to get the software installed and the goal is to have this operational in early to mid January.
UP- Experiential Learning	Develop a standardized definition and proposal for the implementation of extra-curricular and co-curricular activities in a transcript or portfolio.	January 2011	Implementation team, led by Mary Hopkins-Best and Phil Lyons, team also includes students	Charge went out to implementation team from Chancellor in August. In Progress- Committee is meeting following listening sessions we have held meetings in November (11/15) and December (12/6 and 12/13) – work is progressing. Will be completed near the end of January.
UP- Experiential Learning	Designate an individual to be responsible for the coordination of service learning and civic engagement (reassignment).	January 2011	Phil Lyons, Assistant Vice Chancellor, Student Life Services	Completed – Jeremy Gragert will be responsible; he started his duties on December 6th.
UP- Experiential Learning	Develop a campus-wide steering group to assist with the coordination of service learning and civic engagement activities.	May 2011	Service Learning & Civic Engagement Coordinator (to be named)	Jeremy is aware of this priority and we have a concept with members developed for a consideration by stakeholders.

UP-Experiential Learning	Investigate the use of Org Sync or another tool to track and report service learning and civic engagement activities and develop a proposal for the Chancellor to approve.	January 2012	Service Learning & Civic Engagement Coordinator (to be named)	This topic has become central to the discussions that are occurring in the co-curricular transcript group. The proposal will likely be developed out of the findings of that group.
UP-Experiential Learning	Review and update the membership and charge of the existing Learning Community Advisory Committee.	November 2010	Joan Thomas, Dean of Students	Charge went out to Dean of Students from Chancellor in August Completed in September 2010.
UP-Experiential Learning	Continue to research best practices related to learning communities and develop a proposal to the Chancellor for how to continue to implement learning communities at UW-Stout.	May 2011	Learning Community Advisory Committee led by Joan Thomas, Dean of Students	In progress. Learning Community Coordinator attended the National Learning Community Conference in November. Highlights will be shared during Professional Development Week.
UP-Experiential Learning	Research and development of a model to achieve 2015 targets for numbers of learning communities and numbers of students enrolled in learning communities.	February 2011	ARC/BPA	In progress.
UP-Experiential Learning	Determine the comprehensive costs/resources associated with current learning communities; project costs/resources associated with adding additional learning communities and develop a proposal for the Chancellor for any funding needs for 2011-12.	May 2011	Joan Thomas, Dean of Students	In progress. 25 learning communities have been proposed for 2011 which is double the number proposed for 2010. Once proposed learning communities are confirmed and a proposal is developed a

				budget for 2011-12 will be submitted.
UP-Experiential Learning	Implement the plan to achieve the 2015 targets for learning communities.	Fall 2011	Learning Community Advisory Committee led by Joan Thomas, Dean of Students	With 25 proposals for 2011, we are on track to meet and exceed the 2015 targets.

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
AQIP Plan Category 1	1P1b – Describe the process for HOW the institution determines the general education objectives: Provide a more through description of process to include in the report.	December, 2011	GE Committee	Timeline and responsible parties identified.
AQIP Plan Category 1	1P4d - Describe the process used for the academic plan of new programs and subprograms as to balancing and integrating learning goals, students' career needs and realities of employment market; HOW these actions are prioritized and weighted for implementation.	"O" to be included in future plan.		To be included in a future plan.
AQIP Plan Category 1	1P5b – A more clearly defined process of determining discrepancies between required and actual preparation of students: HOW are the requirements determined?	"O" to be included in future plan.		To be included in a future plan.
AQIP Plan Category 1	1P5c – Delineate HOW non-technical transfer and non-traditional students' preparation are determined.	"O" to be included in future plan.		To be included in a future plan.
AQIP Plan Category 1	1P7b – Identify the policies that guide services: Advisement Center and program directors.	May, 2012	Advisement Center	Timeline and responsible parties identified.
AQIP Plan Category 1	Provided to help students select programs of study: Identify policies that guide services and send to the Provost's Office for inclusion in report.		Program directors and Provost's Office	Timeline and responsible parties identified.

AQIP Plan Category 1	1P8b – Underprepared students are identified at a number of points. Establish a process to communicate findings back to the secondary institutions: 1st Year Advisors notify the Registrar's Office of underprepared students, Registrar's Office sends letter to the students' secondary institution.	May 2012	1st Year Advisors Registrar's Office	Timeline and responsible parties identified.
AQIP Plan Category 1	1P8c – Identify policies and procedures to engage marginal students prior to academic probation: Offices that work with at risk students identify policies and procedures behind engagement of marginal students and send to the Provost's Office for inclusion in report.	May 2012	1st year Advisors, Counseling Center, TRIO,ASPIRE, MSS and Provost's Office	Timeline and responsible parties identified.
AQIP Plan Category 1	1P12b – Clarify HOW delivery decisions that balance student and institutional needs can be strengthened, particularly when based upon factors other than program need, estimated enrollment and location of students.	"O" to be included in future plan.		To be included in a future plan.
AQIP Plan Category 1	11P18b – Show the institution's assessment in a more comprehensive way, integrating the elements of assessment into a comprehensive whole reflecting the interrelatedness among its elements.	"O" to be included in future plan.		To be included in a future plan.

AQIP Plan Category 1	1R1-2,3,5,6 – Develop and present additional metrics that more directly measure student learning; present a more complete picture of student learning: Additional information from Assessment in Major, GE Senior Level Assess., ETS Proficiency Profile, PRAXIS Tests, Fresh. English assessment and Math TLC can be presented.	May, 2012	Team will gather information from various sources	Timeline and responsible parties identified.
AQIP Plan Category 1	1R2b – Differentiate the data used to develop a continuous improvement plan for studying the effectiveness of faculty development.	"O" to be included in future plan.		To be included in a future plan.
AQIP Plan Category 1	1R4e – Employer surveys show a decrease in all competency categories from 2000 to 2006. Investigate to recapture and exceed former performance indicators: Explain the data – may not be statistically significant.	December, 2012	Committee will work with BPA.	Timeline and responsible parties identified.
AQIP Plan Category 1	1R6b - Directly address the comparison of results for student learning outcomes with other organizations: Check to what extent it's possible to compare – work w/programs & BPA.	May, 2012	Committee will work with BPA.	Timeline and responsible parties identified.
AQIP Plan Category 1	1R6c - Compare and measure the faculty's role in indentifying areas of improvement relative to helping students learn: Will need to seek clarification on the comment to determine how it might be addressed.	"OO" to be included in future plan.		To be included in a future plan.
AQIP Plan Category 1	1I1c – Demonstrate cause and effect relationship resulting from specific analyses that lead to specific improvement initiatives.	"O" to be included in future plan.		To be included in a future plan.

Here is a summary of what our Category 1 team accomplished. We had two face-to-face meetings to develop the action plan that is attached. From the 17 items identified as opportunities for improvement in the feedback report, the team identified seven items as tasks for the next two years. Due dates and responsible parties were identified. Two items were identified as not needing to be addressed.

6 Month Progress Update – December 17, 2010				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
AQIP Plan Category 2	2P4b - UW-Stout has an opportunity to establish the validity of its metrics when assessing the appropriateness and value of its distinctive objectives: Plan is currently being developed by Budget, Planning and Analysis.	3 Years	BPA, CIO, Research Services, faculty	Charged to PARQ to submit proposal by 12/10 Proposal to be reviewed by CIO, Research Services, faculty(Deans, Senates) CSTEM is in the process of developing a strategic planning process included in that development is the review of data and metrics provided by PARQ for the purpose of understanding the university targets and aligning CSTEM goals to provide positive impacts on these targets. At the same time, the college leadership is reviewing the data, providing feedback to PARQ in cases of results that differ with information available within CSTEM or through other university sources.
AQIP Plan Category 2	2P6b - There is an opportunity for UW-Stout to differentiate both its processes for readjusting distinctive objectives and its processes for establishing new ones: Clarify process for identifying distinct objectives. Determine what is influenced by UW System goals/priorities.	Deferred	Provost, Chancellor	

AQIP Plan Category 2	2R2b - The institution has an opportunity to establish validity of the instruments used to determine that it is meeting its distinctive objectives. This opportunity exists for instruments that are supplied by vendors as well as for instruments locally developed by the institution: Plan is currently being developed by Budget, Planning and Analysis.	2 Years	BPA	Charged to PARQ to submit proposal by 12/10

| AQIP Plan Category 2 | 2R2c- While the institution generally provides conclusions (interprets the data) it has additional opportunities to do so with all of the data presented both positive and negative: A collaboration process needs to be developed to include departments/units in triangulating the data including interpreting the results and impact in relationship to achieving goals and objectives. | 1 Year | BPA, administrative leaders, faculty | A proposal has been written to formalize strategic planning at the college/unit levels. If approved, it will demonstrate alignment between department goals and university goals, as well as in understanding how departments can contribute to achieving the performance indicator targets. Proposal to be reviewed by Deans, Senates, Directors. CSTEM: As updated data and reports become available, these are reviewed by the college chairs groups and brought to department faculty/staff by the chairs. This generates discussion of the underlying assumptions and selections made in data collection and of intended interpretations of the data. Resulting questions or comments are then communicated to the PARQ Director during meetings with the college dean or with college chairs or council. This is significant for aligning CSTEM goals, strategies, planning cycles, and targets with the strategic plans of the university and UW system. |

AQIP Plan Category 2	2R3b - Comparison of data to other institutions is included along with internal comparisons. There is opportunity for further comparison with state and national institutions: Efforts continue to identify groups/universities to compare data. Continued challenge but outreach efforts include PolySummit, PolyDasher, UW System, VSA.	1 Year	BPA	Participation in PolyDASHER continues to expand. We currently have 5 institutions submitting data and 2 more working on submitting data.
AQIP Plan Category 2	2I1a - Improvements to specific programs and activities as well as unit communication vehicles are generated at the unit level. An opportunity exists to compile all of these improvements into an improvement index: Deferred.	Included in an improvement plan in a future year.		

| AQIP Plan Category 2 | 2I2 - In addition to its strategic planning process at the institution – and unit-levels, UW-Stout's prevailing culture of and infrastructure for, continuous improvement enable it to select processes and set targets to improve performance: Plans need to be developed, reviewed, implemented and evaluated to continually improve the Stout Technological Advantage and Applied Research processes with specific attention to benchmarking with other comparable universities. | 3 Years | BPA, CIO, Research Services, faculty | No progress as of December, 2010. Proposal to be reviewed by CIO, Research Services, faculty(Deans, Senates)

Research Services implements the following elements when evaluating the Applied Research Distinct objective: collect and examine from other UW comprehensive campuses and poly peers including number of grants submitted, number in individuals within the proposals (breadth of faculty/staff/student involvement), Number of grants awarded, Number and name of agencies (breadth of funding portfolio), number of IRB protocols submitted, number of IACUC protocols submitted, student research grants, dollars received. These criteria are examined over a three year rolling period for trend analysis by college, department and individual (or equivalent unit to college/department). In addition, the process and results are reviewed with the Provost, Vice Chancellor and the academic deans and dean of students individually for their unit. They provide feedback and insight and direction suggestions. |
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6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
AQIP Plan Category 3	3P1e- Career services comprehensive report: The information is shared at all levels of the campus but this will be clarified and additional areas of sharing will be included.	4/15/2011	Amy Lane-Career services	Career Services collects, compiles and shares information from the annual employment report with the campus community throughout the year. The report is sent to all program directors, Deans and administrators after the January 31 deadline each year. There is a link on Career Services website which is available to all stakeholders of the university. Career Services and Admissions staff shares this report with prospective students for admissions to UW-Stout. Program Directors also use specific information from this comprehensive report to prepare accreditation reports and prepare for site visits.
AQIP Plan Category 3	3P2C-Relationship building with all students including non-traditional and transfer students: Meetings between Student Life Services and Dean of Students to discuss additional collaboration.	5/1/2011	Joan Thomas-Phil Lyons-Scott Correll	Survey of transfer student revealed the need to create a separate transfer orientation to meet their diverse needs. The transfer orientation includes components to develop relationships and help the psycho-social needs of non-traditional and transfer students. New processes have been employed to allow transfer students to register in an on-going method to make this more responsive and user

				friendly.
AQIP Plan Category 3	3P5b-Formal processes to maximize potential future growth and academic needs (ie military veterans): Meetings with Admissions, Student Life and Dean of Students.	5/15/2011	Pam Holsinger-Fuchs, Phil Lyons, Joan Thomas	Workforce development data as well as national data on population trends has been utilized to make decisions about future targeted areas of growth. Additionally information from the Equity scorecard was used in identifying the growth of Hispanic/Latino and Southeast Asian students in our primary demographic area. National data as it relates to the increase of veterans in our country influenced a decision to target Veterans. As a result of that a number of initiatives have been employed to provide support for this particular group.
AQIP Plan Category 3	3P6C, 3R5d, 3R5c will be addressed year two. 312b, 3R5d, 3R6c will be addressed year three.			

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
AQIP Plan Category 4	UW-Stout has an opportunity to extend its employee orientation with more personal/relational means like mentoring: A team will be formed to review the research on mentoring systems and make recommendation for Stout including resource needs.	June 30, 2012	HR Training & Development Coordinator	ASLS will include the development of an effective Classified Mentoring System as a 2011-2012 focused initiative.
AQIP Plan Category 4	The University has an opportunity to distinguish separate philosophies and strategies for its training efforts compared to its professional development efforts: A team will be formed to review the literature and develop separate definitions for training and for professional development as well as develop guidelines for distinguishing efforts.	June 30, 2011	HR Training & Development Coordinator	Separate philosophies will be developed by May 1, 2011.
AQIP Plan Category 4	It is unclear how the personnel evaluation system is aligned with the academic program review process, the educational support unit process, and the training and deployment plan established in 2001. Doing so would show how UW-Stout ensures organizational productivity in the context of institutional goals: Request will be forwarded to the Faculty Senate and Senate of Academic Staff to review and discuss this issue, making recommendation for change, as appropriate.	June 30, 2011	VC to draft charge for Chancellor.	Charge will be drafted in January 2011.
AQIP Plan Category 4	The institution has an opportunity to interpret and draw conclusions from all the data it presents, both positive and negative: PARQ will establish this guideline as part of their analysis protocols.	January 1, 2011	Assistant Chancellor of PARQ	PARQ will add a section to our reports after the executive summary that will be a space for interpretations. This section of the report will be included in reports as appropriate
AQIP Plan Category 4	UW-Stout has an opportunity to lead the UW System in validating the metrics used state-wide by the system for comparative purposes: PARQ and others from Stout will volunteer to serve on system-wide committees reflecting on accountability and performance indicators.	Immediately	Various	Charged to PARQ to submit proposal by 12/10

Proposal development is in progress. |

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
AQIP Plan Category 5	5P3b: Beyond conducting pre-retreat meetings, a systematic process for collecting and funneling needs and expectations into the strategic planning process is not described Such a process would enable the institution to consider matters that arise prior to, and via other mechanisms, than pre-retreat meetings: Discussions have to take place with the BPA director and others involved in the strategic planning process to better describe the process outlined in the report.	1/2011	BPA director and other university officials involved in the strategic planning process.	Met with PARQ director and have received draft of response. Will be completed in 1/2011 as schedule
AQIP Plan Category 5	5P5b: There is an opportunity to clarify how being a part of the UW-System affects the decision-making at the institution: Prepare a chart that clearly outlines the decision-making process of the UW System, which includes the comprehensive universities.	1/2011	Doug Mell	Narrative begun and will be completed in 1/2011 as schedule

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
AQIP Plan Category 6	While the University describes a number of measures used for the efficiency and effectiveness of its operations, the various levels of reviewers may find it efficacious to analyze critically the validity of collected data: ASLS Council will ask Budget, Planning & Analysis to provide the scope, effort, and resources to accomplish such a task. We will determine if there are a few key performance indicators for which this exercise should be performed.	March 1, 2011	VC Assistant Chancellor of PARQ	Charged to PARQ to develop proposal by 12/10. Proposal development is in progress.
AQIP Plan Category 6	The opportunity exists for UW-Stout to employ Lean Six Sigma tools to reduce waste in transactional processes: A proposal needs to be developed and resources requested to implement this opportunity. University currently utilizes lean to eliminate non-value added steps. Six Sigma will require training and support from a central office.	June 1, 2011	VC Assistant Chancellor of PARQ	Proposal for funding will be developed by June 1, 2011.
AQIP Plan Category 6	Data are not provided for performance measures of student and administrative use of technology. This includes technology utilization for instruction and satisfaction with technology support services for students, faculty and administration; effectiveness of the IT Plan and effectiveness of other organization operations: Offices of PARQ and LIT will be asked to meet and review available data for performance measures. If data is not available, a proposal to develop will be requested.	June 1, 2011	CIO Assistant Chancellor of PARQ	A meeting will be scheduled to review available data for performance measures.

AQIP Plan Category 6	There is an opportunity for the institution to exceed national/industry averages on a more consistent basis for student life services: ASLS will utilize key national/industry averages as division performance indicators. SLS units will also regularly track, analyze and discuss survey results.	Ongoing	VC AVC SLS	The ASLS division has established performance indicators that include national/industry benchmarks. The performance indicators are reviewed on a biannual basis and opportunities for improvements are discussed. Focused initiatives are identified and implemented based on the data as appropriate.
AQIP Plan Category 6	There is an opportunity for the institution to exceed national and industry averages on a more consistent basis for physical plant and health and safety performances: ASLS will utilize key national/industry averages as division performance indicators. Physical Plant and Health & Safety units will also regularly track, analyze and discuss survey results.	Ongoing	VC PP Director ED Health & Safety	The ASLS division has established performance indicators that include national/industry benchmarks. The performance indicators are reviewed on a biannual basis and opportunities for improvements are discussed. Focused initiatives are identified and implemented based on the data as appropriate.

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
AQIP Plan Category 7	While UW-Stout states that is has systematic processes and identifies responsible parties, the institution has an opportunity to clearly define how it selects, manages, and distributes data and performance information that support its programs and services: Review and enhance existing documentation for the planning process to ensure it adequately addresses how data and performance information are selected, managed and distributed.		BPA director	No progress as of 12/17/2010
AQIP Plan Category 7	Results data for key indicators and their targets could be provided in a matrix that aggregates information (bi-) annually, providing an overview of organizational strength and continuous improvement as well as identifying potential action projects: Modify figure 8-4 in the AQIP portfolio to address reviewer concerns.		BPA director	No progress as of 12/17/2010
AQIP Plan Category 7	In light of its collection and evaluation of comparative data, there may be an opportunity for UW-Stout to determine the relevance or validity of these metrics with a view to establishing causality: Conduct a validity study to identify which metrics are related statistically to the performance indicators. Use this information to make changes to the metrics reported on in AQIP.	Proposal by 10/10 Obtain approval and implement starting 1/11	ARC	Charged to PARQ to develop a proposal by 12/10

| AQIP Plan Category 7 | UW-Stout has elements in place to ensure the integrity of its information systems and processes and may have a greater opportunity to develop an overarching approach to ensure its integrity: Develop and document an overarching approach to ensure data integrity. | | LIT | We are proposing a change to this action item to say: A two-pronged approach is proposed: 1) to develop a list of guidelines and safe practices. One tool that will be used in develop this list is a listing of all the external requirements related to integrity. 2) work with impacted offices on campus to implement the guidelines Implement comprehensive security policy. LIT will be responsible for developing a proposal for phase 1 by June 30, 2011 |
| AQIP Plan Category 7 | While UW-Stout is recognized as a leader in performance measurement both in and beyond the University of Wisconsin System, there is an opportunity to present supporting documentation of awards, performance leadership and peer recognition: Identify awards to pursue related to our performance measurement system and submit at least one award application per year. | | | No progress as of 12/17/2010 |

NOTE: items with no due date are proposed to be implemented in later years

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
AQIP Plan Category 8	We propose to combine these: -UW-Stout the opportunity to further define its benchmarking processes and processes by which it sets its targets -The University has an opportunity to identify and demonstrate how specific targets are the result of, or are linked to the analysis of specific data, thereby clearly establishing drivers for target-setting: Use PolyDASHER as a tool for this – but wait another year until it is more fully established to implement.	-	BPA director	5 institutions currently submitting data to PolyDASHER; 2 more institutions in discussion phase.
AQIP Plan Category 8	We propose combining all of these together: -The University has the opportunity to further define the process it uses to provide and validate information and data to establish performance indicators -There is an opportunity for UW-Stout to develop a process for establishing the validity of the metrics it employs. By establishing metric validity, the University will be able to determine causality with greater accuracy which will enable it to pursue more effective improvements. -The University has an opportunity to validate metrics with a view to establishing causality: Conduct a validity study to identify which metrics are related statistically to the performance indicators. Use this information to make changes to the metrics reported on in AQIP.	Proposal by 10/10 Obtain approval and implement starting 1/11	ARC	Charged to PARQ to develop proposal by 12/10

AQIP Plan Category 8	It is not clear how "gaps" identified in risk analysis, which is conducted every 5 years, are incorporated into the annual Strategic Planning Process: Formal memo to the action plan leaders on an annual basis, with a list of gaps related to their action plan, requesting a response to the Chancellor – either resolution, or requesting that it be dropped	June 30, 2010	Director BPA	This memo will be sent out after the year-end action plan progress SPG meeting in May.
AQIP Plan Category 8	We propose to combine these: -The University has an opportunity to specifically discuss the areas in which it has not achieved its targets -While its overall institutional performance is equal to or better than its benchmarking groups, there is an opportunity for UW-Stout to improve by addressing/discussing areas in which comparisons are less favorable: Negative data trends are addressed through the AQIP process improvement plan.	September 13, 2010	AQIP process improvement action plan leaders	This is addressed via the new AQIP process improvement action plan. Action plan leaders are responsible to identify how we will respond to all of the AQIP concerns.
AQIP Plan Category 8	UW-Stout should expand goal benchmarking outside of the UW System and on a national basis: Utilize PolyDASHER to accomplish this.	June 30, 2010	BPA director	5 institutions currently submitting data to PolyDASHER; 2 more institutions in discussion phase.
AQIP Plan Category 8	The culture and infrastructure at UW-Stout affords this institution the opportunity to go beyond its present approach and pursue a Six-Sigma or equivalent approach to continuous improvement: Evaluate feasibility of pursuing Six Sigma.	-	Chancellor	No progress as of 12/17/2010

NOTE: items with no due date are proposed to be implemented in later years.

6 Month Progress Update				
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
AQIP Plan Category 9	The institution has an opportunity to develop a more comprehensive and systematic approach to collecting and analyzing feedback data from its collaborators. Satisfaction levels of collaborators should be included: Request that all units that work with external collaborators identify at least one method of collecting and analyzing feedback.	June 30, 2011	Executive Director of Enrollment Services Executive Director of the Discovery Center Director of International Education Dean of Students	Charge will be given to responsible individuals in spring of 2011
AQIP Plan Category 9	There are no clear references to the processes used to set and improve targets relative to collaborative relationships: Request that all units that work with external collaborators set appropriate targets.	June 30, 2011	Executive Director of Enrollment Services Executive Director of the Discovery Center Director of International Education Dean of Students	Charge will be given to responsible individuals in spring of 2011

	6 Month Progress Update			
Name of Action Plan	**Task**	**Due Date**	**Responsible**	**Progress**
IT Plan	Secure Wireless: Wireless technology has historically not been secure. New technology has enabled dynamic encryption providing Stout a means of secure wireless communications.	Fall 2010	T&N	Technology available now. Communication to the campus being developed. In progress. Information to be provided to campus second semester via daily email and LIT newsletter.
IT Plan	Residence Hall Wireless: Wireless connectivity is available in all study and common areas within the residence halls. Student have requested to have wireless connectivity in their rooms to help facilitate group study, etc.	Fall 2012	Residence Life, T&N	Hansen and Hovlid Halls are current pilots. CKTO and HKMC scheduled for 2011.
IT Plan	Web Server Content Management System: CommonSpot provides a centralized, supportable system for campus web authors to update and maintain the content of their websites.	Fall 2010	EIS, Marketing	Conversion to CommonSpot complete. Version 6 of CommonSpot will be implemented along with the new hardware to support the new redesigned website and CommonSpot infrastructure. Developing requirements with ReDesign Committee and Fig Leaf. Reviewing outcomes from listening sessions. Decided to move forward with EMS Master Caldenaring as a campus wide calendaring application that would be integrated into the website. Initial designs have been submitted by fig leaf and are being evaluated.
IT Plan	Web Redesign: One of the recommendations of the web audit was to consider a web redesign for Stout's marketing focus and separating internal and external audiences.	Spring 2011	EIS, Marketing	RFP awarded to Fig Leaf Inc. Project is underway with listening sessions being conducted Fall 2010. Listening sessions completed. Initial designs submitted to Stout by Fig Leaf and in the process of evaluation.

IT Plan	Faculty/staff Email System Replacement: Stout's email system was purchased 5 years ago. The hardware is out of warranty and in need of replacement. There is also a need to increase mailbox size for faculty and staff.	Fall 2010	T&N	In progress. Complete.
IT Plan	Information Portal: Design, build and implement an information/report portal that consolidates all university data to a single location accessible from the UW-Stout web site.	Fall 2010	BPA, T&N	Consultants from Omni Resources Inc. providing framework with Sharepoint. In design phase. Design phase complete with data being populated in the system.
IT Plan	Professional Development Tracking System: Stout is currently investigating a partnership and/or outsourcing with UW-Madison's Office of Human Development relating to a professional development/training tracking and registration system.	Spring 2011	HR, LIT	Contact with Madison and awaiting IAM implementation prior to deployment of the system. Awaiting completion of DoIT staff for integration with IAM for access using campus credentials.
IT Plan	Build a Financial Aid portal: Automate and simplify the process of applying for and receiving financial aid. Make FA and AR information and processes available to students and staff (FA Counselors).	Spring 2011	EIS, FA	Financial Aid Office is very much interested in pursuing a portal for the services provided by their office. Concept can be investigated following PeopleSoft implementation. Future feature packs for PeopleSoft to have this capability. No progress as of 12/2010.

IT Plan	PeopleSoft HR System: UW System is starting the project to convert the current HR system to PeopleSoft HR. This project is to replace the previously unsuccessful implementation of the Lawson system (APBS).	Spring 2011	EIS, HR	Performing fit-gap sessions to determine what is needed for campus end users that may not be in place in HRS. Tentative completion fall 2010 with a deliverable of gaps that need to be addressed. Reporting group is reviewing delivered reports and EPM data warehouse solution. Data conversion tasks are being preformed. Reviewing shadow and supplemental HR systems on campus and how they will be addressed with HRS or not. IAM person hub integration is being deployed and tested. HRS go live tentative for second quarter 2011. Progress relatively on time with go live April – May 2011.
IT Plan	Reporting Data Store (RDS) - data warehouse: UW-System owns the RDS software that was originally developed by PeopleSoft. Multiple campuses in the UW-System have implemented this software. With the PeopleSoft Campus Solutions implementation a solution is needed for the current data warehousing environment that was developed with Datatel student information.	Spring 2011	Admissions, BPA, EIS, FA, R&R, SBS	All modules are live with data from production PeopleSoft. Data dictionaries developed for all modules with updates being made as needed. Campus User group formed to address gaps in knowledge for campus query writers. Plans to load transfer credit data to RDS. Meetings scheduled 2-3/semester to resolve any issues. Campus end users to be trained Summer 2011.
IT Plan	Oracle EPM 11.1.1.2 upgrade: The University of Wisconsin – System is upgrading/migrating from Hyperion 8.5 Interactive Reporting to Oracle EPM 11.1.1.2 (sometimes referred to as Hyperion 9.5). The current version is unsupported by the manufacturer.	Spring 2011	EIS, UW System	Upgrade planned for after January 2011. Published query users will first be transitioned then will convert to new version. Will transition client-based users to web-based tool. Postponed until Spring 2011.

IT Plan	Reporting Software: University of Wisconsin-Stout is looking for an advanced yet intuitive solution to solve the varied reporting needs of the Business and Financial Services Department that are not being met currently in the multiple reporting tools available.	Fall 2010	EIS, SBS	RFP awarded to eThority. Data verification underway. Software installed on server with training conducted.
IT Plan	Implement Additional Network Security: Continue to enhance UW-Stout security practices to protect against viruses, worms and spam e-mail via the use of software and hardware appliances. Also conduct external annual security audits to help protect Stout's data systems.	Ongoing	T&N	External security audit in progress. Complete. Currently implementing recommendations from security audit. Annual external audits will be performed.
IT Plan	Comprehensive Security Policy: UW System has recommended that a Comprehensive Security Policy be developed for campuses that don't have one.	Fall 2011	LIT	Development begun. In progress. Many security changes will result as HRS system implemented.
IT Plan	Update digital image databases and put historical images online: The university has over 250,000 photographs (1890 through today) and we're adding thousands of new ones each year. The photos have significant value to the campus and are used by departments, organizations and individuals. Some are digital and accessible but many are not so we're scanning old negatives, adding images, and upgrading the database to make it more useful while ensuring compliance with network changes and security.	Spring 2011	LTS, T&N	Software purchased and installed. Migration of photos started with implementation and training of use for departments in need to follow. Complete. Use training initiated.
IT Plan	ASK5000 help desk facility: The current facility is not efficient nor optimally located for student access. Space within Millennium Hall will be evaluated for consolidating repair, inventory/deployment and the ASK5000 helpdesk.	Spring 2011	LIT	Currently evaluating location of LTS, NTLC and T&N staff to provide better service to students and faculty for the help desk and NTLC. Store front, cubicles and work stations ordered for move in March 2011 to former Nakatani lab area.
IT Plan	Classroom Equipment Maintenance Schedule: Develop schedule for regular maintenance, replacements and upgrades for software and hardware supported by LIT.	Fall 2010	LTS	Initial schedule completed. Reviewing integration with the EMS campus scheduling software. Integrating data into EMS campus scheduling software in progress..
IT Plan	Lecture Capturing System: Scalable and sustainable lecture capture system to be purchased meeting the needs of on/off campus learning.	Fall 2010	LTS, T&N	RFP being developed. Final phases of the RFP process Vendor invited to campus to dem product in December with potential contract start date in January 2011.

IT Plan	Jarvis Hall Remodel Project: With the remodeling of Jarvis hall, there is a need for coordination and development of a purchase plan for classroom furnishings and classroom technology equipment.	Fall 2010	LTS, T&N	Most systems complete. A few projectors still need to be installed. Classrooms are complete except for a few document cameras. Meeting rooms in progress.
IT Plan	D2L Course set-up automation: Previously, all courses within D2L (learn@UW) have been populated on a request basis. With the high percentage of courses using D2L, population will be automated. Issues with multi-section and mixed courses need addressing. Other campuses with PeopleSoft Campus Solutions are automating the population of courses and will be consulted with.	Spring 2011	LTS	Evaluating and coordinating with the Registrar's Office. Programming request submitted and programming in beginning stages.
IT Plan	D2L Gradebook integration with PeopleSoft: Many UW schools with PeopleSoft campus solutions have the capability of integrating the Gradebook within D2L with PeopleSoft. Learn@UW has the modification and assists campuses in deployment.	Summer 2012	EIS, LTS	Project on hold per UW System. See PeopleSoft D2L SAIP pilot below.
IT Plan	Data Center capacity planning or infrastructure.: Cooling and power are becoming issues within the campus server room. Clean electrical power is at or near capacity and cooling issue. Move part of data center somewhere else? Replace older servers with blade servers.	Spring 2011	GS, T&N	A/E is designing new data center with adequate cooling for campus data systems within Millennium Hall. Small project has been submitted to UW System for funding. A new server room to be constructed in Millennium 327-329.
IT Plan	Project Management Framework--Project Authorization/Development/Execution initiative: Process /create structure/support from management to do IT projects.	Fall 2010	LIT	Propose a project Management Certificate program for campus staff. No progress as of 12/2010.
IT Plan	Survey Clearinghouse: Create a survey clearing house to track all campus surveys to reduce duplicate surveys and potentially reduce the number of surveys issued to campus.	Fall 2009	BPA, T&N	Complete. Custom web application developed using STAR resources. Complete
IT Plan	Student Health Services: Electronic Medical Records.	Spring 2011	SHS, LIT	RFP released for 3rd party billing system. Records to follow.
IT Plan	Implement T2 Flex: Possible Summer 2009 installation. The Parking Office is looking to provide online all its services from parking permits to fine payment. T2 Flex has been identified as the solution of choice.	Fall 2010	Parking, T&N	Software in use. In process of incident conversion. Implementing last module for online purchasing of permits spring 2011.

IT Plan	Security Camera System: There are several security camera systems on campus. It is desirable to combine security camera systems to a campus standard as the need for security cameras increases.	Spring 2011	Campus Police, T&N, Student Life Services	All cameras converted using VideoInsight control software. Complete
IT Plan	Study Abroad Software: The Office of International Education is pursuing StudioAbroad software for efficiencies and more easily provide information to faculty, staff and students.		International Education	Complete.
IT Plan	Data Retention of data from Datatel: Various departments on campus have needed to retain storage of records from Datatel for audit and legal purposes. Datatel will remain operational until the UW System implementation of PeopleSoft HRS project is complete.	Fall 2012	Admiss, BPA, EIS, FA, R&R, SBS	Meeting with campus end users. Each module area will assess needs for data retention and provide specifics as to what is needed to be archived. Will be finalized by the end of 2010 what is needed. Plan will need to be developed for completing the tasks needed. Tentative date of decommissioning Datatel system October 2012.
IT Plan	Data warehouse transition: Explore the possibilities of using data warehouse functionality locally. Oracle expertise resides on campus and there have been several discussions in Madison of discontinuing services. Currently we pay an annual fee to use the service.	Summer 2011	EIS	Will complete by July 1st, 2011. Project has been submitted. Will need to review tasks that need to be completed and provide timeline. Much of the data is no longer actively being updated since moving to PeopleSoft Campus Solutions. In progress.
IT Plan	Centralized Scheduling: UW-Stout has two scheduling applications: Ad Astra for academic needs and Event Management System for non-academic. By integrating these systems, users can look for facilities from a single source.	2010	EIS, SLS	Integration from AdAstra (PeopleSoft Campus Solutions data) to EMS has been completed. Completely implementation of EMS will occur in 2011. Possible implementation of Calendaring option. In progress. Also considering use of EMS for calendaring within web site. Also implementing EMS scheduling software for scheduling DE rooms.

IT Plan	D2L and PeopleSoft integration (SAIP): UW-Stout will be a pilot with other UW campuses to implement the PeopleSoft D2L delivered integration. Will provide real time updates into D2L rosters, classes, and person data.	Summer 2011	EIS, LTS	Will start project beginning of 2011. Project postponed Until summer 2011. D2L will not be delivering integration until April 2011. Stout is a pilot campus.
IT Plan	PeopleSoft Campus Solutions PeopleTools 8.5 upgrade: Upgrade to new version released by Oracle. Sunset date for current version of PeopleTools in July 1st, 2011.	Spring 2011	EIS	Go live date is planned first weekend of January 2011. Upgrade planned for Spring Break 2011.
IT Plan	Shared Financials System (SFS) and PeopleSoft Campus Solutions general ledger chartfield integration: Implement delivered integration of chartfield data with SFS and PeopleSoft Campus Solutions. Will replace the current Informatica process that is being used.	Fall 2010	EIS	Implementing Integration Broker configuration. Testing occurring. Testing continuing with one table issue to resolve.
IT Plan	Escholar laptop program and AccessStout: Provide a custom student self-service page in PeopleSoft for eScholar laptop information. Would provide real-time eligibility information, what type of laptop, refresh date, graduation/transfer agreement, etc.	Start in Fall 2010	SBS, T&N	Researching information to be displayed. Programming request submitted.
IT Plan	Implementation of Runner Technologies address cleansing and standardization software: UW-System has purchased this for the entire UW. This software integrates with PeopleSoft Campus Solutions to cleanse addresses and also provide real time address formatting to meet the USPS standards.	Spring 2011	EIS	Will need to clean up bad addresses as a result of the cleansing process. This one time activity may be time consuming. Exploring testing online access vs batch in development environment.
IT Plan	Touchnet upgrade: Bill+Payment, Paypath migration and upgrade. This will include eBills for students.	Fall 2010	EIS, SBS	Implementation has been occurring over the past several months. In progress
IT Plan	PeopleSoft Functionality: Continue to explore additional functionality using existing licensing within PeopleSoft. Supply Chain Management, Training, Travel & expense are possible candidates.	Ongoing	Campus	CSRG will be considering a proposal for Supply Chain Management for fy10. No progress as of 12/2010.
IT Plan	Purging D2L courses: Improve performance of D2L at System level by purging old courses. When complete only courses 2.5 years or newer will be stored on Learn@UW servers.	Ongoing	UW System, LTS	Second cycle complete. This will be an annual occurrence once courses older than 3 years are purged. Next purge in progress.

IT Plan	Lab Mod: Each year System sets aside a fund of money for each campus to upgrade their laboratory and classroom equipment. The Space committee reviews these proposals and makes a recommendation to the Provost as to which proposals to fund with the amount available.	Ongoing	LTS, Campus Space Committee	The Space Committee review and recommend proposals.. Coordination of projects ongoing with LTS assisting with instructional technology elements.
IT Plan	Mediated Classroom Maintenance: Keeping the Classroom technology operational and effective for instruction.	Ongoing	LTS, T&N	This is an ongoing process to upgrade and make the systems more user friendly. Major upgrades are made during the summer. Replacement schedule created and identified replacement classroom projectors needed.
IT Plan	Provide coordinated assistance to faculty and staff related to learning technology approaches and systems (technology changes, teaching strategies, D2L, software, hardware etc.): Make learning technology materials, processes and info accessible, convenient, and manageable and integrate with other information delivery.	Ongoing	LTS, NTLC	Tutorials have developed with special emphasis on ADA. Assessment of instructional needs and workshop programming offered. Workshops, tutorials, institutes continue to be offered throughout the year in various formats.
IT Plan	Continuously Manage Software Application Licensing: Software companies have become increasingly determined and effective at preventing and detecting illegal use of software applications. Now more than ever we must strictly adhere to license agreements.	Ongoing	T&N	Software Administrator has catalogued all known campus-application license agreements and is producing and increasing available documentation. Departments must provide a copy of a valid license agreement before any application will be installed by T&N. This is a fluid process and will continue to monitor for license compliance.
IT Plan	New Instructor Workshop: Instruction Orientation to Stout teaching with technology.	Ongoing	LTS, NTLC	Complete August 2010. Planning for Fall 2011 in progress.
IT Plan	Prof Dev Week: Opportunity to offer multiple topic workshops for instructors.	Ongoing	LTS, NTLC	Fall 2010 complete; January 2011 in progress.
IT Plan	Facilitate the replacement of faculty/staff computers thereby ensuring that everyone has relatively new and efficient computer equipment: Faculty/staff cannot work efficiently with old, slow computing equipment.	Ongoing	Chancellor	Chancellor provides funding for half of the cost for a new desktop or laptop computer. This is ongoing and will continue with approval of the Chancellor.

IT Plan	Continue campus-wide Key Server Software License Management System: A software license management system allows a number of users to share software licenses, perhaps negating the necessity to purchase copies for each individual user. However, it still only supports the licensed number of users simultaneously, denying access to any additional users over the maximum number. The possibility exists to open software use from the Keyserver to professional staff.	Ongoing	T&N	Ongoing. Each year as new applications and updates are available, the Software Administrator must develop licensing and custom-deployment models for all software packages. A KeyServer software request form has been developed and is available online. License numbers have been adjusted based on usage reporting. This is an ongoing process and changes along with licensing agreements from vendors.
IT Plan	Continue coordination and management of university web-site: Maintain cohesiveness across the university's online presence, provide customized search results, monitor and maintain site usage statistics, coordinate official content, maintain university brand and identity, design and implementation of site-wide templates, provide consistent navigational design, standards and conventions, planned information architecture, and maintenance and evolution of web publishing guidelines and standards.	Ongoing	EIS, Marketing	Steering group created. Work delegated with clear responsibilities for Marketing and EIS staff.
IT Plan	Implement document imaging solution: The campus direction to a paperless environment would be greatly benefited with imaging. Increased productivity by not filing, retrieving and re-filing paper documents would be realized. Imaging would decrease the need for physical storage of paper documents. Imaging software has the capability of retrieving documents associated with a student or staff ID displayed on a Datatel screen. Workflow capabilities to automate business processes will be included in an imaging package. ImageNow has been selected.	Ongoing	LIT and implementing departments	In progress. As of September 2010, 26 departments are using ImageNow with 3 more slated for implementation. As this solution continues to grow it will require additional resources. Continuing with departments in queue along with adding additional functionality.
IT Plan	Training for CMS: Provide training for departments to manage their own content.	Ongoing	EIS, Marketing	In progress. Hands on workshop offered periodically.
IT Plan	Laptop Transfer Program: A Pilot has started with Spring 2006 that provide a laptop at no cost to qualified graduating seniors in the e-Scholar program.	Ongoing	T&N, SBS	In progress.

IT Plan	Campus Wireless Network Improvement: The campus wireless network has become relied upon to the extent that the service is critical to the University. A campus survey and evaluation of the wireless network will be conducted to cover inadequate areas and improve access across campus.	Ongoing	T&N	Existing buildings will be re-evaluated and adjusted to improve wireless connectivity. Will continue to improve/enhance the campus wireless network.
IT Plan	PeopleSoft Student Information System: UW-System has mandated that all integrated campuses migrate to PeopleSoft financials by July 2007. Following the SFS migration, the campus will also migrate from Datatel to PeopleSoft SIS.	Ongoing	Adm, EIS FA, R&R, SBS	Implementation completed. Continuing upgrades with bundles and patches. Additional modifications have been requested. Cleaning up converted data. Continuing to clean student records.
IT Plan	Work with the Faculty Senate and develop a proposal to address their concerns related to ASK5000		Faculty Senate, LIT	In progress
IT Plan	Serve on the small group to make recommendations on data queries and training, and implement any recommendations assigned to you.			See Reporting data Store above.