AAC&U Institute on Engaged and Integrative Learning

Action Plan Report Template

What is an Action Plan? An Action Plan is a document that outlines the components needed to make sufficient progress toward implementing and sustaining your project. These components typically include goals; relevant stakeholders, audience members, and decision makers essential for communication and capacity-building; potential obstacles and possible strategies for overcoming them; and a timeline for next steps. Each component has multiple dimensions. For example, "next steps" may pertain to curricular, cocurricular, pedagogical, student support, or administrative processes. Capacity-building may include faculty development plans or strategies for sharing processes, assessment data, and best practices. Obstacles may include resources, institutional reward structures (i.e., promotion and tenure considerations), or communication difficulties.

Directions for Submitting Your Team's Action Plan:

1. Submit ONE copy of a two-to-three-page statement addressing the following two questions:
    a. What are the team's specific curricular, pedagogical, and/or process plans once it returns to campus for advancing the project worked on at the institute?
    b. How does the team plan to share the knowledge, insights, and expertise gained during the institute with colleagues on campus?
2. Plans are DUE at the **end of the Institute on Friday, July 17th**—please email a copy of your plan to Lydia Teferra at lteferra@aacu.org.

Presentation of Action Plans:

Each team will be sharing its action plan with other campus teams on **Friday, July 17th**. Presentations must be brief **(7 minutes for presentation; 7 minutes for questions/answers)**, and we ask that you use **no A/V technology** (PowerPoint, etc.). Be ready to let your listeners know what campus audiences they will role-play for you. Try to involve multiple team members and ensure that some team members take notes on questions and suggestions from the audience.

Big-Picture Questions to Begin Thinking about Your Action Plan:

1. Where do you want the university to be in five years with regard to experiential learning or engaged dialogue?
2. What can you do to help the university meet these goals?
3. What help do you need to support the advancement of these goals over time?
4. How will you know the work has been successful? At the student level? The faculty level? The institutional level?

Specific Action Plan Questions to Address:

1) Succinctly describe the **goals** of the plan in a few sentences.
    a. What is the issue, question, or problem you're addressing?
    b. What is the objective?
2) Briefly describe the **process** you envision for accomplishing this plan.
    a. What are the steps needed (short-term and long-term) to accomplish your goals?
    b. Who do you need to involve in the process to ensure success?
3) What are the **barriers** or roadblocks you foresee to accomplishing this work?
    a. Are there any steps you can take to avoid the barriers altogether?
    b. If not, what are your strategies for addressing these obstacles?
4) Who are the **campus champions, stakeholders, and/or decision-makers** needed to facilitate this work?
    a. Whose support do you need in order to bring others into the conversation?
    b. Whose support do you need to ensure you have the necessary resources to accomplish your plan?

5) What is your **communication** strategy?
    a. Who, or what groups of people, on campus or in the broader community do you need to engage first? Second? Later?
    b. What methods of communication will you use for different audiences at each phase of your plan?

6) What are the short-term and long-term **measures** that will gauge your success?
    a. What evidence do you need to demonstrate success to your team and to others on campus?
    b. How will that information be gathered and disseminated?

AAC&U staff will check in with your team in six months to hear about your progress and offer our support.