



MINNESOTA STATE

PLAN OF ACTION

PREPARATION, DISSEMINATION, PUBLICATION AND UTILIZATION

Campus Climate Assessment

Office of Diversity, Equity and Inclusion
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Plan of Action: Preparation, Dissemination, and Utilization

The Plan of Action (POA) is an essential component to how Bemidji State University and Northwest Technical College engage in DEIA+ focused campus-wide climate assessment. The plan was developed to accomplish three objectives a) provide guidance, process, and framework for preparing the stakeholders to engage in the climate assessment, b) provide guidance centering the dissemination of the workforce and student surveys, and c) provide process for the usage of the results.

The framework that will be used has four (4) steps:

- a) Preparation plan
- b) Dissemination plan
- c) Transparent publication plan
- d) Inclusive utilization plan

Following the framework is the timeline section. It provides guidance and direction for the entire assessment cycle. This plan of action is a fluid document and may be altered to meet the needs of the institution. The plan is developed and maintained by the Office of Diversity, Equity and Inclusion (ODEI) who serves as primary functional area. The ODEI is responsible for the coordination of the plan.

Definitions

Stakeholder: Students and employees as defined by Minnesota State Board Policies, and any collaborative body of students and employees (e.g., committee, work group, taskforce, bargaining unions)

Campus Climate Survey: A short and concise assessment that is administered to stakeholders through survey. It provides generalizable and specific data to organizations centering 1. sense of belonging and inclusion, 2. safety – physical, 3. safety – psychological, 4. cultural fluency of staff and faculty, 5. discrimination, harassment and bias experiences, 6. accessibility and facilities, 7. peer/ team/supervisor relationship and effectiveness.

HEDS: Higher Education Data Sharing Consortium

Primary functional area: The department charged with primary responsibility.



Framework

The four-step framework provides direction for the success of campus climate assessment. The preparation plan consists of inclusive communication with stakeholders to receive feedback, answer questions, and prepare them for the survey. The dissemination plan consists of marketing and communication of the dissemination of the survey. The transparent publication plan consists of the dissemination of disaggregated data from the survey to stakeholders. The final step is the inclusive utilization plan that consists of the campus stakeholders' development and implementation of strategies to address concerns exposed by the survey and the plan of action.

The four-step framework:

- a) Preparation plan
- b) Dissemination plan
- c) Transparent publication plan
- d) Inclusive utilization plan

* Stakeholders: *Faculty Senate, DEI Committee, Bargaining Unions, Student Senate, Student Clubs and Organizations, Administration.*

Timeline

The timeline is a tool to ensure the steady movement of the campus climate assessment process. Currently, the *preparation plan* is underway with the following actions already completed: Communication with bargaining unions, communication with student senate, communication with administration, communication with campus stakeholders via monthly eNewsletters published by the Division of Diversity, Equity and Inclusion, (December 2022 issue), and feedback and question survey administered to campus community (December 2022). The remaining plans will be led by the Office of Diversity, Equity and Inclusion in collaboration with the DEI Committees.

| December 2022 – January 2023 | February 2023 | March 2023 | May 2023 | June 2023 | July 2023 | August 2023 | September 2023 – May 2024 |
|-----------------------------------|------------------------------|-------------------------------------|---|---|--|---|---|
| Implement <i>preparation plan</i> | Registration of institutions | Implement <i>dissemination plan</i> | Campuses provide to system office campus climate indicators | Office of DEI share results with DEI committees | Planning for the utilization of results led by the Office of DEI | Implement <i>transparent publication plan</i> | Campuses finalize and implement <i>Inclusive utilization plan</i> |

Plans

The plans below are expansions of the POA. They breakdown the general action steps per the four-step framework. These plans were developed to assist the DEI Committees with navigating the campus climate assessment process. They may be revised to fit the needs of the campus at any given time.

Preparation plan

The preparation plan's primary priority is to retrieve feedback and prepare the campuses to participate at a significant rate. Through interactive and passive modalities, the Office of Diversity, Equity and Inclusion will leverage the following passive methods a) televised marketing, eNewsletter thru email, and poster signage. The following interactive methods will be leveraged a) Feedback and Questions Survey thru the eNewsletter, b) Informative session thru Start Up week (BSU), c) Meet and confer conversation, d) Student Senate conversation, e) DEI Committee feedback session, and f) Administration feedback session.

| Time frame | Action | Interactive or Passive | Responsible Party |
|---------------|---|------------------------|---|
| November 2022 | Meet and confer conversation, Student Senate conversation (BSU), Cabinet conversation (BSU and NTC) | Interactive | Office of Diversity, Equity and Inclusion |
| December 2022 | eNewsletters | Passive | Office of Diversity, Equity and Inclusion |

| | | | |
|---------------|---|-------------|---|
| December 2022 | Feedback and Question Survey | Interactive | Office of Diversity, Equity and Inclusion |
| January 2023 | Meet and confer conversation, Student Senate conversation (BSU and NTC), Cabinet conversation (BSU and NTC) | Interactive | Office of Diversity, Equity and Inclusion |
| January 2023 | Preparation marketing (BSU and NTC): <ul style="list-style-type: none"> • Televised • Email • Poster | Passive | Office of Diversity, Equity and Inclusion |
| February 2023 | Preparation marketing (BSU and NTC): <ul style="list-style-type: none"> • Televised • Email • Poster | Passive | Office of Diversity, Equity and Inclusion |

Dissemination plan

The dissemination plan's primary priority is to market and communicate with stakeholders the dissemination of the survey. The survey will be disseminated to each individual stakeholder via email thru HEDS.

Transparent publication plan

The transparent publication plan consists of the dissemination of disaggregated data from the survey to stakeholders. Data will also be shared in the Office of Diversity, Equity and Inclusion's year-in-review.

Inclusive utilization plan

The inclusive utilization plan consists of the campus stakeholders' development and implementation of strategies to address concerns exposed by the survey and the plan of action.