

TIPS ON COMPLETING THE FIRST ITERATION of SURVEY ACTION PLAN WORKSHEET

Below are tips on how to complete the action plan worksheet. You are not required to answer all of these questions, they are provided to help you generate ideas.

Key Findings

- What are areas that are clearly in need of improvement?
- What stood out to you when reviewing the data?
- Are there results that are different than you anticipated?
- What areas – that are in need of improvement - are *within* your control/purview to enact change?
- What areas – that are in need of improvement – are *outside* of your control/purview, but that need to be brought to the attention of others to enact change?
- If all results are positive:
 - How might you re-work your survey questions for the next iteration to get more granular data?
 - How can you use that as a foundation to spur continued growth within your program/area?

Planned Action Steps

- Specific steps that will be taken to facilitate growth or improvement in key findings areas noted on the worksheet.
 - Can be broken down into individual components, like a checklist.

Resources

- What do you need in order to complete the planned action steps?
- Can be financial, staff-related, time, space, etc.

Success Criteria

- What would success look like?
- If you are successful in implementing your changes, what results will you expect to see on future surveys?
- How will you measure the change/growth/improvement?

FIRST ITERATION of SURVEY ACTION PLAN WORKSHEET

Name of Survey: _____ Administration date (MM/YYYY): _____ Response Rate (%) _____

Office/Dept. Responsible: _____ Form Complete by: _____

INSTRUCTIONS

As stated in the [Survey Administration Protocol](#), please use this form to identify key findings and create an action plan for using the results (for program/departmental planning and/or improvement). This information will serve as documentation for you regarding how the results will be used, and will also assist the Office of Institutional Effectiveness in preparing comprehensive university-wide reports required by SACS.

Key Findings	Planned Action Steps	Specific Resources Needed	Person(s) Responsible	Success Criteria (How will you know you've improved?)	Timeline	Priority Level (High/Med/Low) (Short/Long-term)

Please indicate any changes for the next iteration of survey administration: (Ex. administer every other year, include incentives, reword specific survey questions, shorten survey length, etc.)