

CAES Strategic Planning Action Team Charge

The College of Agriculture and Environmental Sciences will have seven Action teams charged with developing a plan to carry out the specific goals and strategies developed in the Strategic Planning Process. Each Action Team will have Co-chairs to lead the team and facilitate information transfer to Jean Bertrand and Laura Perry Johnson, the CAES Strategic Planning Co-Chairs as well as the CAES Administration. Responsibilities of the Action Team Co-chairs include:

- Scheduling meetings and interactions with their specific team. The use of distance technology and conference calls is strongly suggested to respect time and travel dollars.
- Please notify the Co-chairs of any meetings or conference calls so they can participate if possible.
- Report plans and actions should be sent to the Co-Chairs to facilitate information transfer and to discourage duplication of effort. This is the proposed timeline:

Fall, 2012:

Action teams should develop a comprehensive plan of strategies and action items for their Goal. A proposed timeline of accomplishment of significant goals and strategies should be developed. **Due: Dec. 31, 2012**

Winter, 2013:

Benchmarks should be determined. This will allow CAES to evaluate progress for all goals from 2012 to 2020. **Due: March 31, 2013**

Spring, 2013:

Teams should be working on their strategies. A team progress report will be **due: June 30, 2013.**

July, 2013: 2013 Strategic Planning Action Team Symposium.

Members of all Strategic Planning Action Teams will meet for a half day in July to report progress, interact across groups, and develop plans for 2013-14.

- The Co-chairs can solicit input or expertise from those outside of the committee as needed.
- If the committee decides a survey or other needs assessment is needed, please notify the Co-chairs prior to sending out so we can coordinate efforts across all of the Action Teams.
- Any actions needing funding or CAES resources should be made through the Co-chairs for administrative approval.
- Contact the Co-chairs if you need administrative support for your team, help setting up conference calls or distance technology, or any other resources or support.

Guiding Principles for Action Teams:

- Actions were determined by extensive review of the data and the SP Committee feels strongly that they are important. Action Teams should think seriously before changing or deleting the action steps listed in the plan.
- Action Items to achieve the strategies are not all inclusive. The SP Committee fully expects the Action Teams to add additional Actions.
- Benchmarks or indicators/measures of success should be developed for each strategy.
- When clarification is needed refer to the original data collected.
- Each Action Team should determine a timeline and strive to have some actions that can be achieved quickly to show immediate impact and success. Other actions may take years to complete after the framework is developed.
- Action Teams have flexibility in how they carry out the task assigned. They may split into smaller groups or teams to work on different issues or actions.

Resources Provided:

- Listservs for each team are available to facilitate communication

#	Action Team	Listserv name
1-7	All Strategic Planning Action Teams	SPACTIONTEAMS-L @listserv.uga.edu
1	Academic Programs	SPACADEMIC-L@listserv.uga.edu
2	Outreach	SPOUTREACH-L@listserv.uga.edu
3	Focus Areas	SPFOCUS-L@listserv.uga.edu
4	Basic and Applied Research	SPRESEARCH-L@listserv.uga.edu
5	Productive and Innovative Faculty and Staff	SPPRODUCTIVE-L@listserv.uga.ed
6	Funding	SPFUNDING-L@listserv.uga.ed
7	Communication	SPCOMM-L@listserv.uga.edu

- The Strategic Planning Team has a sky drive available with a folder for each Action Team to facilitate document sharing. To add any documents or references to one of the folders, please send to Laura Johnson at lpj4h@uga.edu and she will post for you. All Action Team Members have access to all of the information and folders posted there.
- The CAES Strategic Planning Web site is a great source of information. Please review this site and send information you would like posted to Laura Johnson at the email address above. (www.caesplan.caes.uga.edu)