

OKR Worksheet

Objective	Key Results	Activities	People Involved	Timeframe
<p>1. Ensure that the mission statement is a critical part of the Outreach Department.</p>	<ul style="list-style-type: none"> Ensure that the mission statement is visible to staff and students in major department areas. 	<ul style="list-style-type: none"> Outreach works with 46 High Schools: High School Orientations and Presentations, College Fairs, application workshops, open house, high school conferences, prospective students advising, all first-year student advising, and enrollment day. Orientations, enrollment workshops, events 	<p>All Outreach Staff</p>	<p>Ongoing</p>
<p>2. Increase student recruitment and strengthen relationships with high schools and community partners.</p>	<ul style="list-style-type: none"> Maintain and expand relationships with partner agencies. 	<p>1. HS conferences, new student orientation, and application workshops that align with the department's goals.</p>	<p>People Involved All Outreach Staff</p>	<p>Timeframe Ongoing</p>
<p>3. Assist students in identifying a realistic timeframe to complete their educational goals and support their efforts. To support students as they establish and evaluate their educational, career, and life goals.</p>	<ul style="list-style-type: none"> Helping students to achieve their academic, career, and life goals in a realistic timeframe. 	<ul style="list-style-type: none"> Creating educational plans, hosting workshops, navigating their portal, finding placements, adding and dropping classes, promise/men of color eligibility, financial aid, and how to connect with different programs and departments 	<p>People Involved All Outreach Staff</p>	<p>Timeframe Ongoing</p>

<p>4. Assess programs and services through measurable methods in alignment with professional development.</p>	<ul style="list-style-type: none"> Obtain data and report building based on student feedback 	<ul style="list-style-type: none"> Tenure track observations, student evaluations, student surveys after workshops and events 	<p>People Involved All Outreach Staff</p>	<p>Timeframe Ongoing</p>
<p>5. Maintain educational and work environments among students and staff that are welcoming, accessible, inclusive, equitable, and free from bias or harassment.</p>	<ul style="list-style-type: none"> Build inclusive community amongst students, faculty, and staff Promote academic success Retention of students 	<ul style="list-style-type: none"> Food Pantry access, Promise, Men of Color communities Provides services in different languages Referral to other programs/services Ensures cultural competence of its personnel to foster inclusion through in-service trainings, consultation with colleagues, and professional development opportunities 	<p>People Involved All Outreach Staff</p>	<p>Timeframe Ongoing</p>
<p>6. Model ethical behavior and demonstrate alignment with institutional mission, goals and ethical practices.</p>	<ul style="list-style-type: none"> Collaborate with management to promote <i>strategic planning and program advancement</i>. 	<ul style="list-style-type: none"> Collaborate within our department regarding programming and events for students Work closely with leaders and management to ensure student success 	<p>People Involved All Outreach Staff</p>	<p>Timeframe Ongoing</p>

<u>Objective (Section 7)</u>	<u>Key Results</u>	<u>Activities</u>	<u>People Involved</u>	<u>Timeframe</u>
Hiring more diverse staff members to represent/support student populations served	<ol style="list-style-type: none"> Retention More support for students – more staff allows more for accessibility for students to be supported 	<ul style="list-style-type: none"> Events/activities that promote diversity and inclusion More accessibility for students to be able to see a Counselor 	<ul style="list-style-type: none"> Faculty Staff Students Student Workers 	<ul style="list-style-type: none"> After each quarter to reassess, department needs
Collaborate with on campus programs and services relevant to student needs	<ol style="list-style-type: none"> Department and staff would be up to date on program updates and changes relevant to student success and academic goal Retention Increasing partnerships with other campus partners 	<ul style="list-style-type: none"> Social with other departments once a quarter to present on update/changes Post assessment regarding student knowledge of campus resources More in-reach to campus partners 	<ul style="list-style-type: none"> Faculty Staff Students 	<ul style="list-style-type: none"> Assessment for faculty/staff partners after academic year Assessment for students after academic year
Be up to date with current policies/practices within profession including FERPA, county guidelines for COVID/safety, and crisis training needed to ensure staff and student safety	<ol style="list-style-type: none"> Knowledgeable of policies and procedures Following county/district guidelines 	<ul style="list-style-type: none"> Counselor In-Service Trainings Biweekly staff meetings 	<ul style="list-style-type: none"> Faculty Staff Student workers 	<ul style="list-style-type: none"> Each academic year for faculty/staff

<p>Objective (Section 10)</p> <p>Educate students on what resources are available to them</p>	<p>1. Educational accessibility – book vouchers, laptop loan, financial aid, scholarships, food pantry</p>	<p><u>Activities</u></p> <ul style="list-style-type: none"> • Counseling appointments • Outreach events – orientations • Community events • Collaborating with resources on campus – financial aid 	<p><u>People Involved</u></p> <ul style="list-style-type: none"> • Faculty • Staff • Student workers • Campus programs 	<p><u>Timeframe</u></p> <ul style="list-style-type: none"> • Ongoing
<p>Objective (Section 11)</p> <p>Ensure accessibility for mixed modalities to give student options</p>	<p><u>Key Results</u></p> <p>1. Availability/accessibility to meet student based on needs and modality preference type</p>	<p><u>Activities</u></p> <ul style="list-style-type: none"> • Drop-in hours at the beginning and at the end of the quarter • Offering evening hours 	<p><u>People Involved</u></p> <ul style="list-style-type: none"> • Faculty • Staff • Student workers • Students 	<p><u>Timeframe</u></p> <ul style="list-style-type: none"> • Ongoing
<p>Objective (Section 12)</p> <p>Providing appropriate/adequate /functional for students and staff</p>	<p>1. Provide welcoming space for students, staff, community members to feel comfortable</p>	<ul style="list-style-type: none"> • Culturally relevant artwork and quotes • Passive programming • Bulletin boards 	<p><u>People Involved</u></p> <ul style="list-style-type: none"> • Faculty • Staff • Student workers • Students 	<p><u>Timeframe</u></p> <ul style="list-style-type: none"> • Ongoing