

GOODHUE Desk
LEAP Short Term Action Plan Report-- Spring 2013

LEAP Workshop Year: 2013 Action dates: Spring 2013 (Action Plan Results)	For more information, contact: Deanne Thornsen 262-472-3180
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General Goal:

Team Vision: To create consistency and better use of resources at the Goodhue Desk by combining Police Services and Residence Life desk on the first floor of Goodhue Hall.

LEAP and Inclusive Excellence Initiatives:

Planned Actions:

GOAL #1: Incorporating LEAP concepts into administrative aspects of the Goodhue Desk.

ACTIONS:

- Post Essential Learning Outcomes behind desk
- Post Principles of Excellence behind desk
- Update Position Description to incorporate ELOs
- Update Application to incorporate ELOs
- Update any written materials/electronic materials to include LEAP aspects

GOAL # 2: Assess current student staff knowledge of LEAP initiatives to get baseline.

ACTIONS:

- Develop assessment tool-survey
- Distribute survey to current student staff
- Evaluate surveys for training needs, leadership & skills
- Identify training needs and fall peer trainers

GOAL # 3: Incorporate ELOs into management philosophy.

ACTIONS:

- Train current staff on LEAP Initiative (Police/Res. Life)
- Develop a new management philosophy incorporating the principles of excellence
- Setting and establishing clear expectations
- Go through Quick Reference Guidebook and make sure that it reflects the Essential Learning Outcomes.

GOAL #4: Improve identity/branding of the Goodhue desk operation on campus.

ACTIONS:

- Have students create a marketing plan to Incorporate
- ELO: Intellectual & Practical Skills
- Principles of Excellence #5 – connect knowledge with choices and action
- Publicity of operational hours to campus community (including non-traditional office hours)
- Safety and security available 24/7

Deliverables, Completed Actions:

GOAL #1: Incorporating LEAP concepts into administrative aspects of the Goodhue Desk.

ACTIONS:

- Posted Essential Learning Outcomes behind desk
- Posted Principles of Excellence behind desk
- Updated Position Description to incorporate ELOs
- Updated Application to incorporate ELOs
- Updated written materials/electronic materials to include LEAP aspects

GOAL # 2: Assess current student staff knowledge of LEAP initiatives to get baseline.

ACTIONS:

- Developed assessment tool-survey
- Distributed survey to current student staff
- Evaluated surveys for training needs, leadership & skills
- Identified training needs and fall peer trainers

GOAL # 3: Incorporate ELOs into management philosophy.

ACTIONS:

- Trained current staff on LEAP Initiative (Police/Res. Life)
- Developed a new management philosophy incorporating the principles of excellence
- Set and established clear expectations
- Updated Quick Reference Guidebook and make sure that it reflects the Essential Learning Outcomes.

GOAL #4: Improve identity/branding of the Goodhue desk operation on campus.

ACTIONS:

- Placed flyers in residence hall rooms.