General Information

USD Strategic Initiative Proposal Form

Addressing humanity’s urgent challenges requires Changemakers. We are well-positioned to respond to the Pope’s call to action in *Laudato si* and to do so with urgency. The university is of a size, scale and place in our history where the interdisciplinary collaboration and administrative discipline required to address complex problems is possible. If we act deliberately and pursue the agenda outlined in our strategic plan, we believe USD will set the standard for a contemporary Catholic university in the 21st century and emerge a stronger and more vibrant academic community when we celebrate our 75th anniversary in 2024.

*Please note that this form is used twofold: first as a Pre-Proposal form to collect information about your innovative strategic initiative idea, then as a Full Proposal form that requires additional information about your initiative (e.g. stakeholders, budget, outcomes/measures, action steps, and timeline).*

*Please review USD's Strategic Plan: Envisioning 2024 before completing this form.*

**Title of Proposed Initiative:**

**Proposal Contact Person:**

**Contact Person’s Email:**

**Name of Initiative Champion (Vice President or Dean of your affiliated unit):**

**Today's Date mm/dd/yyyy:**

**To which stakeholder group(s) do you belong?**

- [ ] Student
- [x] Faculty
- [ ] Staff
- [ ] Administrator

*Please list initiative team members or groups, their affiliation, and project role:*
Please identify which strategic planning goal your proposed initiative most closely aligns with (only one may be selected):

- Goal 1: Enhancing Student Learning & Success
- Goal 2: Strengthening Diversity, Inclusion, & Social Justice
- Goal 3: Improving Structural & Operational Effectiveness
- Goal 4: Elevating Faculty & Staff Engagement
- Goal 5: Amplifying Local & Global Engagement and Reputation

We understand that some initiatives align with more than one goal, please identify all of the strategic planning goals your proposed initiative aligns with (select all that apply):

- Goal 1: Enhancing Student Learning & Success
- Goal 2: Strengthening Diversity, Inclusion, & Social Justice
- Goal 3: Improving Structural & Operational Effectiveness
- Goal 4: Elevating Faculty & Staff Engagement
- Goal 5: Amplifying Local & Global Engagement and Reputation

Please identify which strategic planning pathways are supported by this initiative (select all that apply):

- Anchor Institution
- Practice Changemaking
- Care for our Common Home
- Engaged Scholarship
- Access and Inclusion
- Liberal Arts Education for the 21st Century

Proposal Description

Please provide a concise description of the proposed initiative, addressing each of the following areas:

- description of problem or opportunity that supports USD's strategic goals and pathways
- innovative approach of attending to the problem or opportunity
- cross-campus collaborative effort of stakeholders
- initiative impact on USD unit(s), the entire university, or the local/global community
- indications of success
Please identify which proposal form you are submitting today.

- **Pre-Proposal Form** (short form for initial submission of proposal overview). This selection allows you to submit the Pre-Proposal form by clicking on the right arrow.

- **Full Proposal Form** (long form after Pre-Proposal has been approved by the affiliated committee.) This selection allows you to move forward to answer the remaining items on the form.

**Stakeholders**

*IF YOUR PRE-PROPOSAL HAS BEEN COMMITTEE APPROVED, THEN PLEASE COMPLETE THE REMAINING ITEMS OF THIS FULL PROPOSAL*

*Please identify the longevity of the proposed initiative:*

- one semester or less
- continuous university practice
Briefly describe the feasibility of carrying out this initiative (i.e. capability of being done within the identified constraints – time frame, allocated funds, available resources).

Briefly describe the achievability of this initiative (i.e. the ability to be brought about or accomplished successfully).

Briefly describe the measurability of this initiative (i.e. the susceptibility to measurement).

Please identify stakeholder groups that will directly benefit from this initiative:

- students
- faculty
- the entire university
- global community
- alumni
- administrators/staff
- local community
- other

From your selections above, please describe the direct benefits (e.g. increase student success, increase student scholarship funds, elevate USD's prominence in the community, generate a revenue stream for the university, etc.)

Budget Section

Has base funding already been identified for this initiative?

- Yes, please explain
- [ ] one academic year or less
- [ ] a set number of years
No, please explain

What is the estimated total budget amount for this initiative?

What funding amount are you requesting?

Over what period of time will funds be required?
- a set number of years
- indefinitely
- other, please explain

What is the annual funding amount being requested?

Have you identified funding sources to sustain this project beyond initial strategic funding?
- Yes, briefly explain
- No

Physical Space Needs

1. Does the initiative require any physical space needs? Please explain:

2. Can the space needs be addressed with existing space currently assigned to your affiliated department? Please describe:
3. If the space needs cannot be addressed with existing space currently assigned to your affiliated department, what are your suggestions for meeting these space needs?

4. Do you have any other comments about your space needs? Please share:

**Equipment & Resources Needs**

1. Does the initiative require any special equipment or physical resources? Please explain:

2. Can the equipment/resource needs be addressed with existing equipment/resources currently assigned to your affiliated department? Please describe:

3. If the equipment/resource needs cannot be addressed with existing equipment/resources currently assigned to your affiliated department, what are your suggestions for meeting these equipment/resource needs?

4. Do you have any other comments about your equipment/resource needs? Please share:
**Personnel Needs**

1. Does the initiative require any special personnel? Please explain:

2. Can the personnel needs be addressed with existing personnel currently assigned to your affiliated department? Please describe:

3. If the personnel needs cannot be addressed with existing personnel currently assigned to your affiliated department, what are your suggestions for meeting these personnel needs?

4. Do you have any other comments about your personnel needs? Please share:

**Other Needs**

1. Does the initiative require any other needs? Please explain:
2. Can the needs be addressed with existing resources currently assigned to your affiliated department? Please describe:

3. If the needs cannot be addressed with existing resources currently assigned to your affiliated department, what are your suggestions for meeting these needs?

4. Do you have any other comments about your needs? Please share:

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**Using your responses to the above budget items, please summarize the costs here:**

<table>
<thead>
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<th></th>
<th>Estimated Cost</th>
<th>Existing Funds to be applied to cost of initiative</th>
<th>Requested Funding Amount</th>
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<tbody>
<tr>
<td><strong>Physical Space Needs</strong></td>
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<tr>
<td><strong>Equipment &amp; Resource Needs</strong></td>
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<td><strong>Personnel Needs</strong></td>
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<td><strong>Other Needs</strong></td>
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**Outcomes**

**Outcomes, Measures, and Benchmarks**

*In this section you will be asked to share the desired outcomes of the initiative and information regarding the performance metrics.*
Outcome #1: Briefly describe outcome.

Measure #1: Describe the form of assessment that will be used to measure success of this outcome (i.e. collected data points, trend data, survey results, milestone checklist, summary report, etc):

Benchmark/Criteria #1: Describe the extent to which you expect to achieve this outcome, include a target time frame or date.

Do you have another outcome for this initiative?
- Yes
- No

Outcome #2: Briefly describe outcome.

Measure #2: Describe the form of assessment that will be used to measure success of this outcome (i.e. collected data points, trend data, survey results, milestone checklist, summary report, etc):

Benchmark/Criteria #2: Describe the extent to which you expect to achieve this outcome, include a target time frame or date.

Do you have another outcome for this initiative?
- Yes
- No
Outcome #3: Briefly describe outcome.

Measure #3: Describe the form of assessment that will be used to measure success of this outcome (i.e. collected data points, trend data, survey results, milestone checklist, summary report, etc):

Benchmark/Criteria #3: Describe the extent to which you expect to achieve this outcome, include a target time frame or date.

Do you have another outcome for this initiative?

- Yes
- No

Outcome #4: Briefly describe outcome.

Measure #4: Describe the form of assessment that will be used to measure success of this outcome (i.e. collected data points, trend data, survey results, milestone checklist, summary report, etc):

Benchmark/Criteria #4: Describe the extent to which you expect to achieve this outcome, include a target time frame or date.

What will the frequency for reporting performance metrics to the Vice President or Dean of your unit?

- biannually (twice per year)
Action Steps

**Action Steps**
In order to implement initiatives, there are usually several tasks that have to be performed. In this section please describe only the major action steps needed to move this initiative along.

Please respond to the next set of items for each major action step you identify:

**Major Action Step #1 (MAS1)**
A major action step clusters a group of tasks to be performed in support of the proposed initiative and divulges responsible parties, required resources, and targeted dates.

**MAS1: Concise Description**

**MAS1: Parties Responsible (only group names or titles)? For example: senate, advisory board, UG student representatives, provost office, etc**

**MAS1: Required Resources: human, fiscal, physical, and technological resources**

**MAS1: Targeted Start Date (month, year)**

**MAS1: Targeted Completion Date (month, year)**
Do you have another major action step?

- Yes
- No

**Major Action Step #2 (MAS2)**
A major action step clusters a group of tasks to be performed in support of the proposed initiative and divulges responsible parties, required resources, and targeted dates.

**MAS2: Concise Description**

**MAS2: Parties Responsible** (only group names or titles)? For example: senate, advisory board, UG student representatives, provost office, etc

**MAS2: Required Resources**: human, fiscal, physical, and technological resources

**MAS2: Targeted Start Date** (month, year)

**MAS2: Targeted Completion Date** (month, year)

Do you have another major action step?

- Yes
- No

**Major Action Step #3 (MAS3)**
A major action step clusters a group of tasks to be performed in support of the proposed initiative and divulges responsible parties, required resources, and targeted dates.

**MAS3: Concise Description**
**MAS3: Parties Responsible** (only group names or titles)? For example: senate, advisory board, UG student representatives, provost office, etc

**MAS3: Required Resources:** human, fiscal, physical, and technological resources

**MAS3: Targeted Start Date** (month, year)

**MAS3: Targeted Completion Date** (month, year)

**Do you have another major action step?**
- Yes
- No

**Major Action Step #4 (MAS4)**
A major action step clusters a group of tasks to be performed in support of the proposed initiative and divulges responsible parties, required resources, and targeted dates.

**MAS4: Concise Description**

**MAS4: Parties Responsible** (only group names or titles)? For example: senate, advisory board, UG student representatives, provost office, etc
**MAS4: Required Resources:** human, fiscal, physical, and technological resources

**MAS4: Targeted Start Date (month, year)**

**MAS4: Targeted Completion Date (month, year)**

**Do you have another major action step?**
- Yes
- No

**Major Action Step #5 (MAS5)**
A major action step clusters a group of tasks to be performed in support of the proposed initiative and divulges responsible parties, required resources, and targeted dates.

**MAS5: Concise Description**

**MAS5: Parties Responsible** (only group names or titles)? For example: senate, advisory board, UG student representatives, provost office, etc

**MAS5: Required Resources:** human, fiscal, physical, and technological resources

**MAS5: Targeted Start Date (month, year)**
MAS5: Targeted Completion Date  (month, year)

Do you have another major action step?

- Yes
- No

For more than 5 action steps, select one:

- There are more action steps that we can share upon request.
- Additional action steps are posted online at:

Please click on the right arrow below to submit this proposal.