Setting Goals and Building Accountability Video Script

This video will highlight a few tips on setting goals and building accountability within your team. Both need to be included in your DEI Strategic Plan. This will maximize the success of your strategic plan.

For the DEI strategic plan, your team will need to identify three goals. One goal per academic year, for the next three years - don’t worry, you will be able to revise them each year. Before submitting your plan, the first goal that you identify will be the goal for the 2022-2023 academic year. You will also develop a few action steps that will help you achieve each goal.

This goal and accompanying action steps are just one requirement for your success. The objective of selecting and working on only one goal at a time is to keep your team focused and to ensure that your unit can move the needle significantly in at least one area.

Your unit is more than welcome to do more - however, we will only ask you to report on the progress of your first goal during the first year. Your 2nd and 3rd goals will be reported on in subsequent years. This will allow all units to participate as we know some are in different stages of their equity journey. This is perfectly fine. We are here to help every department no matter where you are in your progress.

Before you identify your goal, please review with your team the data that DEI provided and any data that you have.

After reviewing all the data you have, consider utilizing your team to determine where the gaps are and where the greatest opportunities for improvement are. Once those areas are identified, your team can begin to select the goals for Years 1-3. For year one, you will complete the RACI project management chart to clearly identify who is responsible, accountable, consulted and informed for each action step necessary to achieve your goal for that year. Before each subsequent year, your team will do the same thing and identify additional goals.

For your yearly goals, you will need to identify the roles for the people on your team who will lead the accompanying action steps.

R – Responsible: this would be the person who does the work and will be responsible for the day-to-day activity for that action step. There should only be one person identified in this role.

A – Accountable or Authority: this is the person who has the ultimate ability to sign off, approve or supervise the project. In some cases, there could be more than one person in this role, however, this is not commonplace.

C – Consulted: these are all the people on your team who need to be consulted on the direction of the project but may not do the actual work and do not hold direct authority over the project or person responsible for leading it. It is common to consult multiple team members and others outside the team on action steps to achieve a goal as it may affect some other part of the university or your team.

I – Informed: the individuals who need to know about the project’s progress but are not directly involved or requested to provide their opinion on the project. This could be both internal and external individuals.

As you make your chart, be sure to review with the team to ensure everyone understands their role. This is essential to your success because role clarity is important as the lack of clear specificity can hinder or stall your progress.

Best wishes on your equity journey. As always, the Division of Diversity, Equity and Inclusion is here to support you along the way. If you have any questions, do not hesitate to contact me at [nakbar@kent.edu](mailto:nakbar@kent.edu).