

**Diversity Strategic Plan Timeline
(Approved October 2007)**

	Recommendation	Responsibility	Completion Date	Status	Notes
	Policies and Practices				
1	New member orientation (virtual)	Membership Committee and the Central Office	Fall 2008		
2	Diversity Action Committee (DAC) Newcomers' Social, and Mentoring Program (pairing an Association member with a newcomer from an underrepresented population) – the content, goals, and outcomes of each should be related to the newly proposed Diversity Statement.	Diversity Committee in consultation with the Conference Committee	February 2008		
3	New member packet with materials geared toward underrepresented populations will be distributed to all new members.	Membership Committee in consultation with the Central Office	Fall 2009		
4	Provide outreach to new members of the Association on volunteer opportunities.	President-Elect	February 2008		
5	Highly encourage new members to get involved.	All members of the Board of Directors and Membership Committee	February 2008		
6	Review and revise as appropriate the non-discriminatory clause of the <i>Statement of Ethical Principles and Standards of Conduct</i> in the context of the Association's Statement of Diversity.	President & the Board of Directors	Fall 2009		President appoint a task group to review
7	Promote all of the governing documents of the Association to the membership.	Central Office Staff	February 2008		
8	Each presidential appointed position within the Association should be identified by title, length of tenure, the appointing authority, job description, prerequisites, qualifications, time frame as to when the selection will be made, application process, and the approximate time and	Volunteer Development Coordinator (once appointed)	Fall 2008		

	commitment expected. This will enable all members, including underrepresented members to understand the scope and duties of each position within the Association, and to increase the participation of underrepresented populations. (1 year)				
9	Develop a template for all appointed positions of the Association to insure a transparent process that many encourage more participation from underrepresented populations.	Volunteer Development Coordinator (once appointed)	Fall 2008		
10	The Association's Constitution or By-Laws should be revised to reflect the existence of the Diversity Committee.	Constitutional Review Committee	February 2008		
11	Formally recognize Diversity Scholarship recipients and Diversity Research Grant recipient during the Annual Conference.	Diversity Committee Chair in consultation with the Conference Committee	February 2008		
12	Include approved Diversity Statement in all ASJA Publications - insure prominent placement of the Statement in all aspects of the Association's policies, practices, programs, and services.	Conference Chair, Publications Chair, Academy Chair	February 2008		
13	All levels of the Academy curriculum (basic, advanced, and mediation) should include a diversity as an important topic.	Academy Chair	June 2009		
14	Include approved Diversity Statement in all ASJA Publications - insure prominent placement of the Statement in all aspects of the Association's policies, practices, programs, and services.	Academy Chair	June 2008		
15	Formally recognize Diversity Scholarship recipients at the Academy.	Academy Chair in consultation with Diversity Committee Chair	June 2008		
16	Create a resource sheet (a list of all governing documents with links to the ASJA website) for the Conference and Academy Notebooks.	Conference Committee, Publications Chair, and Academy Chair	February 2008		
17	Prominent placement of Diversity Statement in Academy and Conference notebooks.	Conference Committee	February 2008		

		Publications Chair and Academy Chair			
18	The Board of Directors should establish a protocol for the nominations process to make every attempt to insure that each elected position has a slate of nominees that represents the diversity of our Association.	Board of Directors in consultation with the Elections Chair	Fall 2008		
19	Circuits should sponsor local activities for their members at the circuit conference/drive-in/workshops that include diversity as a topic.	Circuit Representatives in consultation with their respective Director-at-Large	Spring 2008		
20	Develop a mechanism for follow-up on volunteer opportunities.	Volunteer Development Coordinator (once appointed)	Fall 2010		
21	Develop a Leadership Opportunities Resource Guide to encourage participation of underrepresented populations.	Volunteer Development Coordinator (once appointed) in consultation with the Diversity Committee Chair	Fall 2008		
22	Develop a new position – Volunteer Development Coordinator	President-Elect	Fall 2008		This may be need to done sooner to work on projects already established.
	Programs and Services				
23	The Gehring Academy should be intentional and transparent in its efforts to recruit faculty that reflect underrepresented populations, paying appropriate acknowledgement to the necessary academic qualifications.	Academy Chair	Fall 2008		
24	The evaluation form for the Academy should include questions that allow the leadership to assess and measure progress and effectiveness	Academy Chair	June 2008		

	in fulfilling the Association's related to diversity.				
25	Explore the possibility of a planned social networking opportunity at the Gehring Academy that showcases the Association's appreciation and commitment to diversity.	Academy Chair	June 2008		
26	Registration forms for all Association events and programs should include optional demographic data.	Board of Directors, Academy Chair, Conference Chair, & Central Office staff	Fall 2009		
27	The evaluation form for the annual conference should include questions that allow the leadership to assess and measure progress and effectiveness in fulfilling the Association's related to diversity.	Conference Committee	Fall 2009		For the 2010 Conference
28	An attempt will be made, in conjunction with the Diversity Action Committee, to solicit and offer a number of concurrent sessions that deal specifically with diversity issues.	Diversity Committee Chair and Conference Programs Committee	Fall 2009		For the 2010 Conference
29	Program identifiers should be developed for topical areas of concurrent sessions (i.e., "D" if the session has a diversity component, etc.).	Conference Committee, Program Committee, & Diversity Committee	Fall 2008		
30	In the annual conference proposal have the presenter provide the topical areas that would apply to their program.	Conference Committee, Program Committee	Fall 2009		For the 2010 Conference
31	There should be at least one standing concurrent session on multicultural competencies for student conduct professionals at the annual conference.	Conference Committee, Program Committee	Fall 2009		For the 2010 Conference
32	Every program proposal should include a rationale on how the session will incorporate one or more of the Association's core values.	Conference Committee, Program Committee	Fall 2008		
33	The Elections Chair should work with the Diversity Chair to promote the nominations process and encourage applications from underrepresented populations.	Elections Chair in consultation with the Diversity Committee Chair	Fall 2008		
34	The membership should be notified that they will receive a variety of governing documents on a consistent basis to familiarize themselves with	Central Office Staff	February 2008		

	the Association's structure and governance.				
35	Copies of the revised Diversity brochure should be displayed in a Power Point during the next annual business meeting.	Diversity Committee with assistance from the Central Office Staff	February 2008		
36	The Publications Board, in consultation with the Diversity Action Committee, should be charged with exploring topical areas related to diversity and soliciting Association members to conduct the research and writing in that area.	Publications Committee in consultation with the Diversity Committee	Fall 2009		
37	Each circuit should incorporate diversity topics in their educational programs.	Circuit Representatives & Directors-at-Large	Fall 2009		
38	The professional development needs of our Association should be assessed.	Educational Development Coordinator	Fall 2009-2010		
39	Create a Speakers Bureau/Resource List of individuals who have self-identified as having expertise in areas of diversity (include ASJA disclaimer).	Educational Development Coordinator	Fall 2008		
40	The Association should explore including diversity topics for revenue generating educational programs including, but not limited to web conferences.	Educational Development Coordinator	Fall 2009		
41	A Diversity brochure should be developed before the next Board of Directors' meeting	Diversity Committee Chair	February 2008		
42	ASJA should continue to explore ways to enhance and strengthen its relationships with colleges and universities primarily serving underrepresented populations.	Board of Directors, Diversity Committee and Central Office Staff	On-going		
	Next Steps				
43	Include a session at the conference, prior to the general business meeting, on the Diversity Task Force's recommendations to be presented/facilitated by Task Force members.	Diversity Task Force	February 2008		
44	Provide an update on diversity initiatives at the annual conference.	President	February 2008		At the Annual Business Meeting

45	The president of the Board should communicate to the membership the follow-up to the initial Diversity Task Force meeting by November 2, 2007. This communication would include revision of the <i>Statement on Diversity</i> , a potential new diversity position to the Board of Directors, an informational session at the annual conference providing an update on the recommendations of the Diversity Task Force, highlights of reviewed policies, practices, programs, and services, and acknowledging the initiative of the Diversity Action Committee in bringing these issues to the Association's leadership.	President	November 2007		
46	The final report of the Diversity Task Force should be placed on the Association's website. (as soon as it is finalized)	Central Office Staff	As soon as ready		
47	The Diversity Task Force should meet at the annual conference for at least the next three years to review the progress of its recommendations.	Diversity Task Force Members, President, President-Elect, and Diversity Committee Chair	2008, 2009, 2010		