

Diana Rodgers
MicroChange Project
Element 6
Plan for Implementation

Plan for Action

- Write a mission statement, format it in a way that it can be included in introductory curricular materials, and post it on my website.
 - Due February 9
 - This semester, in F3, we have been discussing how many institutional artifacts, including mission statements, can be non-performative (Ahmed). This means that it looks like the institution addresses values, but it actually just says that it has these values. I want to make sure that my mission statement is performative.
- Write a statement of institutional values, format it in a way that can be included in introductory curricular materials, and post it on my website.
 - Due February 16
 - One challenge that I will face is communicating these values to my families who are repeat customers. That is, I worked with their older child and now I am working with a younger sibling. While I think that I have mostly lived my values, I believe that some of my processes could be tightened to better align with my values.
- Write a statement of expectations for student-clients, format it in a way that it can be included in introductory curricular materials, and post it on my website.
 - Due February 23
 - This will be easy to implement with new clients, but again, there are times in the past when I have carried water for clients and I am now working with their younger sibling. I need to be clear what I will and won't do for clients and what my expectations are for them.
- Create a standardized service plan that has customizable options.
 - Due March 2
 - This is largely a technical challenge, but it needs to be done. I am deciding if I want to post this on the website or not. Part of me feels that it is better not to because it would force potential clients to contact me and have a conversation. I believe that once I have the conversation, I can almost always land the client. If they don't have to talk with or meet me, I might not have the same conversion rate.
- Create a standardized student electronic folder with an electronic student information sheet, curricular materials, college lists, service plans, and an update and reporting system.
 - Due March 9
 - A technical challenge and a technological challenge. The adaptive challenge is all within me because it will force me to go from analog to digital, which is necessary in a practice that operates entirely online, but is not my go to method of operation.
- Update curricular materials related to the college essay, college visits, and college interviews and make these electronically available and editable for each student.

- Due March 16
- Develop a job advertisement for the writing coach, interview coach, and scholarship search coordinator positions.
 - Due March 23
 - When writing the job postings, I want to draw from the Bohnet book in order to attract diverse applicants. I am particularly cognizant of the fact that I assume that I will be hiring women, when in fact, a man could do an excellent job and I want to attract male applicants, too.
- Create a reporting system for future employees in order to facilitate billing, student action steps, and institutional feedback.
 - Due March 30
 - Much of the readings about human resources as a cultural concern have underscored the importance of developing a collaborative culture where employees feel that they have ownership over the processes. I want to make sure that there are good methods for my giving feedback to employees, but that there is also a way for employees to suggest changes based on their experience and expertise.

References

Ahmed, S. (2012). *On being included. Race and diversity in institutional life*. Durham, NC: Duke University Press.

Bohnet, I. (2016). *What works: Gender equality by design*. Cambridge, Mass.: The Belknap Press of Harvard University Press.