

**TO:** Distribution List

**FROM:** Jorene Richards  
Manager, Training and Development

**DATE:** February 19, 2008

**SUBJECT:** Update: "Results to Action" phase of the LUC Survey

This memo is an update on the "Results to Action" phase of the 2007 Faculty and Staff Opinion Survey. There are several exciting events that will take place in the coming weeks and as the Planning Coordinator for your division/school you should be among the first to know:

### ***Communication of Results***

#### **Survey Newsletter**

By the end of February, each faculty and staff member should receive a copy of a four-page newsletter that provides an overview of Loyola's overall survey results. The newsletter contains an opening message from Father Garanzini, a list of frequently asked questions and snapshot of the most and least favorably rated items from the survey. The newsletter will be distributed to all faculty and staff members via interoffice mail.

#### **Town Hall Meetings**

During the last week of February, two forty-five minute presentations will be conducted to provide Loyola faculty and staff with a high-level overview of the University's survey findings:

February 26, 2008	Simpson MPR, LSC	11:30 a.m. – 12:30 p.m.
February 28, 2008	Beane Hall, WTC	11:30 a.m. – 12:30 p.m.

Attendees are encouraged to RSVP for the event by using the link below:  
[https://epay.luc.edu/C20996\\_ustores/web/store\\_main.jsp?STOREID=4](https://epay.luc.edu/C20996_ustores/web/store_main.jsp?STOREID=4)

### **Loyola Faculty and Staff Opinion Survey web pages**

Now, all Loyolans can quickly and easily, stay informed about the survey project. The Loyola Faculty and Staff Opinion Survey web pages are the place for everyone to learn about the survey process, learn about the survey vendor, read the communication pieces that have been used to create awareness for the project, learn about the University's overall results and much more. This site will frequently be updated to reflect the progress of the "Results to Action" phase of the survey project so be sure to check for new information often.

Click the link below to view the web pages:

[http://www.luc.edu/hr/Opinion\\_Survey.shtml](http://www.luc.edu/hr/Opinion_Survey.shtml)

### ***Resources for Planning Coordinators***

#### **Planning Coordinator Meetings**

Beginning Monday, February 25, 2008, the Training and Development department will host a monthly, one-hour meeting for Planning Coordinators. The meetings are *voluntary* and are intended to assist you in managing the action planning process for your division/school. The February 25 meeting will follow a working lunch format. Lunch will be available from 11:30 a.m. and the program will run from 12:00 p.m. until 1:00 p.m. Please send an email to me by Friday, February 22 to confirm your attendance.

### **Loyola Faculty and Staff Opinion Survey web pages – Resources for Planning Coordinators**

While the Loyola Faculty and Staff Survey web pages are a resource for all Loyolans to learn more about the survey project, the site also contains a link to resources that will assist Planning Coordinators in their roles.

[http://www.luc.edu/hr/opinion\\_survey\\_pcr.shtml](http://www.luc.edu/hr/opinion_survey_pcr.shtml)

The pages for Planning Coordinators contain:

- ***Background information on the survey project***
  - The Survey Process
  - Frequently Asked Questions
  
- ***Roster of University-wide Planning Coordinators***

- **Resources:**

- Schedule of Planning Coordinators Meetings

- Action Planning Template

- Libraries

- Topics of Interest:

- Employee engagement

- Facilitating a focus group

- Motivating and rewarding employees

- Checklist for easy performance management

- Developmental counseling

- Twelve tips for building successful teams

Each division/school has been asked to select two or three areas for improvement based on their specific data results. Please submit an action plan (see the Action Planning Template described above) for each outcome that your area has chosen to address. You may **send the action plan to my attention via GroupWise, by Monday, April 21, 2008.**

Any suggestions on how to improve the process are appreciated. If you have questions regarding this memo or the Faculty and Staff Survey, please don't hesitate to contact me at x83145.

Thank you for your enthusiasm and commitment to the survey process.