

Objectives	Key Results	Activities	People Involved	Timeframe
Continue expanding, improving, and refining the online international student application and communication software – SLATE.	1) Create a training and professional development plan to increase the team's overall knowledge of SLATE processes and functions.  2) Schedule regular check-ins and mini trainings with FHDA Manager of International Student Enrollment Systems and Technology to connect more clearly on needs of ISP Admissions and prospective students.	1) SLATE Conference, General SLATE training scheduled each quarter, continue providing resources for learning.  2) Bi-weekly meetings w/ FHDA Manager of International Student Enrollment Systems and Technology; Propose weekly drop-in hours for FHDA staff for more regular contact and support.	Joseph Ng Angelica Strongone Jaclyn Su Ralph Martinez Additional staff interested	TBD Will begin planning in Fall 2023 and do quarterly review.
Redesign the F-1 Student Exit Form to a fully automated version for data collection and retention purposes.	Design and implement a fully functional Adobe Sign electronic F-1 student Exit Form.	1) Meet with the Admissions and Records Supervisor to design workflow.  2) Update ISP students on the new form process via website, listservs, and Exit Workshops.	Allison Largent Andrea Santacruz Casie Wheat or Admissions and Records Supervisor	By end of Fall 2023
Transition of ISP from a safe space to a brave space to reduce power differentials between staff and students, emphasize student strengths, and build a sense of community and trust where relations are cooperative and mutually beneficial between students and staff.	1) Coordinate regularly scheduled activities that allow ISP Staff and students to connect and build community.  2) Invite ISP students to decision-making spaces to provide student voice to ISP operations and programs.	1) Coordinate and implement regular brown bag lunches for staff or students to present on relevant topics.  2) Create an ISP Student Advisory board that will meet with ISP Staff regularly to provide student perspective to ISP Team.	ISP Staff	Will begin plans in Fall 2023 and will plan to have Advisory Board assembled by end of Fall 2024