

Campus CAP Study Group PLAN OF WORK, Spring 2021

This living document is our syllabus for all intents and purposes.

Key fact: weekly check-ins Wednesday nights on ZOOM at 7pm (or as close to that as your instructors can manage!). Slack channel and one-on-one appointments as needed for other communications.

Deliverables

- Annotated reference library/catalog of climate action plan documents from peer universities
- Summary of peer-reviewed literature on campus/institutional climate action plans
- Case studies of 3-4 climate action plan processes to include interviews with key stakeholders
- Draft and final report summarizing campus climate action plans in terms of: how and why they were written, their contents and organization, if and how they generated policy, and lessons learned from key stakeholders
- Presentations at:
 - CSAC April meeting, Thurs. Apr 15, 2021 2pm (90 minutes)
 - Present to MSU Planning Council on April 28, 2pm (<1 hour)

Phase 1: Research

Teams and Major Milestones (see below for detailed activities and refer to the "Details on Deliverables" [Box Note](#))

	LITERATURE REVIEW	PLAN LIBRARY	INTERVIEW PROTOCOL	ANALYSIS
	Summary of peer-reviewed and professional literature plus reference library	Matrix of peer institutions Reference library of plans	Identify and recruit interviewees; conduct interviews;	Written analyses of information from climate plans and from interviews

			transcribe and manage data	
PEOPLE	<u>Team of 4</u> 1 lead for writing 1 lead for reference management	<u>Team of 4</u> 1 lead for matrix 1 lead for reference management	<u>Team of 4</u> 1 lead for protocol 1 lead for technology & data	<u>Team of 4</u> 1 lead for protocol 1 lead for summary
Week 1 (2/1)	Initial bibliography and review strategy	Draft matrix		
Week 2 (2/8)	Preliminary summary	Final matrix plus plan library		
Week 3 (2/15)	REGROUP!			
Week 4 (2/22)	Final draft	Case study proposal	Interview guide and protocol List of interviewees with schedule	Plan analysis framework & protocol
Week 5 (3/1)				
Week 6 (3/8)			Interviews complete	Preliminary analysis
Week 7 (3/15)			Transcripts & analysis framework	
Week 8 (3/22)			Notes by analysis category Case study summaries	

Phase 2: Writing and Presenting Week 9 (3-29) through Week 12 (4-26)

Week 9 (3/29)	
Week 10 (4/5)	COMPLETE DRAFT TO PLC & JHH BY FRIDAY Apr 9
Week 11 (4/12)	PRESENT WORKING DRAFT TO CSAC present at mtg Apr 15
Week 12 (4/19)	revisions
Week 13 (4/26)	DELIVER FINAL DRAFT TO PLANNING COUNCIL WED APR 28

Present to CSAC April 15; to Planning Council Apr 28

LITERATURE REVIEW

Develop a set of findings from the literature about the outcomes of campus and institutional climate planning processes and plans

Deliverables:

- Summary of peer-reviewed and professional literature on campus/institutional climate action plans
- Shared Mendeley library

Q: What does the peer-reviewed literature say about outcomes of climate planning process for (Q: which outcomes matter?)

Q: Which of these outcomes are important to MSU?

Q: What does the literature say about the factors that influence outcomes of interest?

TO DO'S

- Team lead: writing and assignments
- Team lead: Mendeley software
- Reference librarian seminar (ASAP!)
- Create and access Mendeley shared library (deadline 2/3)
- Develop key questions, organize annotation worksheet (deadline 2/3)
- Conduct search: parameters, around 10-15 peer reviewed citations, 3-5 white papers (deadline 2/10)
- Summary & Final Draft (deadline 2/24)

CAMPUS CLIMATE PLAN LIBRARY & INVENTORY

Establish a set of comparable institutions, collect their plans and determine which make the best case studies

Deliverables:

- Summary of criteria and rationale for inclusion
- Matrix of peer institutions populated with data for each selected criteria, including link/information about climate plan

Q: What are MSU's peer institutions? Which criteria make good comparisons?

Q: Which of these peer institutions have climate action plans?

To do's

- Team lead: matrix/spreadsheet
- Team lead: Mendeley software (coordinate w/ team lead on lit review)
- Group meeting with Kristin Blackler & others on MSU climate plan
- Brainstorm with group: what are points of comparison (at meeting and via slack) (deadline 2/3)
- Translate criteria of interest into available data, build spreadsheet (deadline 2/3)
- Populate spreadsheet (deadline 2/3)
- Build a catalog of climate action plans (deadline 2/3)
- Review catalog (deadline 2/8)
- Propose case study (deadline 2/8)
- Case study proposal summary (2/24)
- Develop list of contacts and contact information (deadline 2/24)

INTERVIEW PROTOCOL

Collect data about plan process from key stakeholders at 3-4 peer institutions through key informant interview process

Deliverables:

- Transcripts of 12-15 Key Informant Interviews (3-5 per case study)

Q: TBD through group process

- Team lead: protocol & logistics
- Team lead: technology & data mgmt
- Key informant interviewing workshop (schedule with Katie Epstein, kathleenepstein@montana.edu--before 2/15)
- Develop interview sample frame (who and why)
- Develop interview guide & data management plan (2/15)
- Practice interviews (Dan Stevenson and Ralph Johnson)
- Conduct interviews (2/15-3/1)
- Record, store and transcribe interviews

ANALYSIS PROTOCOL

Collect data about plan process from key stakeholders at 3-4 peer institutions through key informant interview process

Deliverable:

- Analysis framework
- Notes and examples for each category of analysis
- Draft case study summaries

Q: TBD through group process

Deadlines TBD

- Team lead: protocol & logistics
- Team leads (2): summaries & coded dataset
- Document analysis workshop (contact: Kelli Roemer, kelliroemer@montana.edu)
- Develop plan analysis framework (codebook) and protocol (deadline 2/17)
- Conduct preliminary plan analysis (deadline 3/8)
- Notes from plan analysis (deadline 3/22)
- Draft case study summaries (deadline 3/22)