

Strategic Planning Reporting
Administrative and Student Support Services Departments
FY2024 ONLY

Overview: Assessment of the Strategic Plan will be accomplished using the *Administrative Planning Report (APR)* that is already in use at GCSU for annual reporting for all non-academic departments. All departments will align their annual goals to GCSU's new strategic plan, *Imagine 2030*. The APR will continue to be due July 30 of each year. Additionally, there will be a midpoint progress report. These will be completed in Taskstream just as your APR always is.

- ◆ Assessment Plan (*Pillars, Goals, Objectives, Measures, Baseline, Targets*), due July 30, 2024*
- ◆ Assessment Findings (*Results, Analysis of results*), due July 30, 2024**
- ◆ Discussion (*Findings and Closing the Loop*), due July 30, 2024**

*New APR format

**Old APR format

Fall 2023, early Spring 2024: Planning

- **GOALS AND OBJECTIVES:**
 - Work with departmental staff to select which goals and objectives your department will report on for FY2025
 - You must choose 5 objectives from at least 3 pillars.
- **ACTION ITEMS:**
 - Discuss how you will make the objectives actionable for your department. If needed, write 5 departmental action items (derived from the SP objectives) that fit what your department will do, measure, and report. These can be things you are already doing!
 - Example- Pillar 5, Goal 2, Objective a: *Establish and achieve benchmarks to create an inclusive campus environment.*
 - Action Item: OIRE will partner with OIE to develop and manage the data dashboards that will assist the university in tracking achievement on benchmarks established around creating an inclusive campus environment.
- **MEASURES AND DATA:**
 - Discuss what measure(s) you will use to assess the 5 actionable objectives and what data you intend the measures to yield and what is your desired target of achievement on those measures.
 - From example above:

- By September 2024, 3 institutional level benchmarks for “creating an inclusive campus environment” will be identified, and by April 2025, a data dashboard will be created and published to track data for the 3 new benchmarks.

July 30, 2024

- Complete ‘old’ (FY24) APR in Taskstream (Findings and Closing the Loop. You do NOT have to do Next Steps.)
- Make sure ‘new’ Assessment Plan (for FY25) is in Taskstream