Instructions for Assessing Strategic Plan – P&P II
FY2024 only

Overview: Assessment of the Strategic Plan will be accomplished using the *Progress and Planning Part II* reporting templates (these are new). There will be a final report template and a midpoint progress checkpoint template (available 2025). These will be completed at the departmental level. These will reside in your Taskstream accounts on your home page under your respective departments and will be called *P&P II: Strategic Plan Reporting* (sections contained within are Plan, Findings (including analysis of data), and Summary of Departmental Contributions) and *P&P Part II: Strategic Plan Midpoint Progress Report*.

♦ <u>Final Report</u> (sections 2-4: *Findings and Summary: Departmental Contributions*) due annually, August 15

♦ <u>Plan</u> (*Assessment Plan* for new year) due annually, August 15

Fall 2023: Planning

- **GOALS AND OBJECTIVES**:
  - Work with program faculty to determine which goals and objectives your department will report on at the end of FY24 (due August 15, 2024 *P&P Part II: Findings, Analysis, Summary of Departmental Contributions*)
    - You must choose 5 objectives from at least 3 pillars
- **ACTION ITEMS:**
  - Discuss how you will make the objectives <u>actionable for your department</u>. Write 5 action items (derived from the objectives) that fit what your department will do, measure, and report. These can be things you are already doing!
    - Example- Pillar 1, Goal 1, Objective 1: *Sustain, grow, and deepen GC Journeys as a vehicle to promote essential skills and experiential learning opportunities.*
      - Action Item (AI): Department xxxx will choose 3 new courses in the department in which they will design new HIPS experiences and embed them in said courses. These courses will be tagged by the registrar. Student success will be measured as designed by the course instructor.
- **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.
    - Example above:
      - 3 new HIPS embedded in 3 courses (yes or no, which courses)
      - Courses got tagged by registrar (yes or no, which courses and which tags)
      - Student success/SLO data from 3 courses (3 data sets)

- **REPORTING:**
  - Discuss how much of the data you can collect in the spring 2024 (and summer if applicable) to report on at the end of FY24 (due August 15, *P&P Part II: Final Report*)
    - Try to anticipate which objectives can be completed (data collected and analyzed) by the end of summer 2024 <u>or</u> anticipate which objectives will need to be carried over to FY2025 (due August 15, *P&P Part II: Assessment Plan*)
- **RECORD PLAN:**
  - By December 23, in Taskstream, complete the *Plan* section of the P&P Part II template. If applicable, you can enter any *Findings* that you collected during Fall 2023.

Spring 2024-Summer 2024

- Be sure to collect and compile what *Findings* you have from spring 2024 and summer 2024. If using course-related data, be sure to get this from faculty before they leave for summer.
- Analyze the data you have collected
- Draft *Summary: Departmental Contributions*

August 15, 2024

- Complete Assessment Findings in Taskstream (from FY24)
- Complete Summary of Departmental Contributions in Taskstream (from FY24)
- Submit draft Assessment Plan for next year (FY25)