

Strategic Plan Reporting Template

I) **Assessment Plan:**

- a. Pillar:
- b. Goal:
- c. Outcome:
- d. Action Item:
- e. Measure Title (What tool will you use to measure this outcome?):
- f. Details/Description of Measure:
- g. Acceptable Target (Must be measurable):
- h. Implementation Plan (timeline):
- i. Key/Responsible Personnel:
- j. Supporting Attachments:

II) **Assessment Findings**

- a. Summary of Findings:
- b. Analysis of Results/Discussion:

Analyze and discuss results in terms of *continuous improvement*:

- What favorable results were achieved?
- How/what will you improve if weaknesses are found from analyzing the data?
- What are the next steps for this objective?
 - Will you “roll” this objective to the next year to try it again? (If you choose to roll objectives over to a new year, they will count as one of your 5 for the following year. However, no objective can be rolled over more than 3 years.)
 - Or will you replace this objective with a new one?
 - Why?

- c. Did you achieve your target?: (Not Met, Met, or Exceeded)

III) **Midpoint Progress Report (coming January 2025)**

IV) **Summary of Departmental Contributions**

- Overall, how did your department contribute to the university’s Strategic Plan?
- What are your documented and positive outcomes/results/products?
- What areas of growth, improvement, or enhanced operations did you see in your department?
- What was the impact on the students and/or student experience?
- Discuss how you made noticeable change or made positive progress (i.e. “moved the needle”) for each pillar that you chose for the academic year.
- Or, if you encountered challenges in implementing the strategic plan in your department, what were they? What adjustments can you make to address similar challenges?
- What suggestions would you like to make to the Strategic Planning Committee to improve or enhance the Strategic Planning process?