

Instructions for Completing P&P II- Strategic Plan FY2025 and beyond

Overview: Assessment of the strategic plan, Imagine 2030, 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. These will be completed at the departmental level. These will reside in our new software, Planning and Self-Study or **P&SS** (formerly Taskstream) under your respective departments and will be called *P&P II: Strategic Plan Reporting* and *P&P II: Strategic Plan Midpoint Progress Report*.

- ◆ Assessment Plan (*Pillars, Goals, Outcomes, Measures, and Targets*) due annually, August 15
- ◆ Assessment Findings (*Findings and Analysis*) and Summary of Departmental Contributions due annually, August 15
- ◆ Midpoint Progress Report due annually, January 15

Fall by August 15, Final Report and New Plan

- **COLLABORATE WITH FACULTY:**
 - Early August - Share final report (plan, findings, analysis, summary of departmental contributions) from last year with faculty, solicit feedback, incorporate feedback.
- **ENTER FINAL REPORT IN SOFTWARE (Taskstream for FY24, P&SS FY25 and beyond)**
 - By August 15th – Submit final report
- **GOALS AND OBJECTIVES:**
 - Work with program faculty to determine which goals and objectives your department will assess for the new (just starting) fiscal year
 - You must choose 5 objectives from at least 3 pillars
- **ACTION ITEMS:**
 - Discuss how you will make the objectives actionable for your department. Write 5 action items (derived from the objectives) that fit what your department will do, measure, and report.
 - 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 5 measure(s) you will use to assess the actionable objective 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)
- **ENTER PLAN IN Planning and Self-Study:**
 - Enter your plan for the ensuing year in P&SS
 - At least 3 Pillars
 - 5 Goals/5 Outcomes
 - 5 Measures

Fall, Spring, Summer

- Collect data on your 5 identified measures

Spring: by January 15, Midpoint Progress Checkpoint

- Complete the *P&P Part II: Midpoint Progress Report* in Taskstream
 - Questions will include (similar to):
 - What greatest accomplishments is your department moving towards this year in terms of contributing to GCSU's Strategic Plan, *Imagine 2030*?
 - What challenges/barriers are you are experiencing or do you anticipate experiencing?
 - In what ways do you see the strategic plan advancing the university?
 - In what ways can your department collaborate with other departments and/or units on campus?

Midpoint progress reports will be reviewed and summarized by college deans who will submit summaries to the provost. The provost will summarize college reports to submit to the strategic planning steering committee. Your report should be a 1 page "greatest hits", reporting what you would most like to highlight and what feedback you'd most like to provide.

Spring -Summer

- Collect and compile Findings from fall and spring (and summer if applicable). If course-related data, be sure to get this from faculty before they leave for summer.
- 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?
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- Draft Summary of Departmental Contributions

By August 15

- Complete Assessment Findings in P&SS
- Complete Summary of Departmental Contributions in P&SS
- Submit draft Assessment Plan for next year in P&SS