

Strategic Plan Reporting Template

I) Assessment Plan (due July 30 for APRs/August 15 P&P II):

- a. Pillar:
- b. Goal:
- c. Objective:
- 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 (due July 30 for APRs/August 15 P&P II):

- 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 (due July 30 for APRs/August 15 P&P II)

- What are your documented and positive outcomes/results/products for each pillar that you chose for the academic year? Please be sure to address areas of growth, improvement, or enhanced operations in your department, as well as the impact on the students and/or student experience (as appropriate).
- If you encountered challenges in implementing the strategic plan in your department, what were they? What adjustments can you make to address such challenges?
- What feedback or suggestions do you have for the Strategic Planning Steering Committee?