**Department Planning Template**

**Spring Term**

Due to your executive dean or vice president by end of spring term

Please limit your report to three or four pages

**Section 1: Progress Report**

*After department-wide engagement and conversation, please report on the progress you have made toward department goals and college-wide strategic directions.*

*Your report should:*

* *Be organized around key goals and strategies for the department and provide a brief narrative on progress made over the past year(s)*
* *Keep to high-level points and major milestones*
* *Address standard data elements, with the understanding that year end data will be finalized over the summer*
* *Include or reference evidence to support your assessment*
* *Acknowledge and celebrate accomplishments*
* *Comment on setbacks and/or adjustments that have been made*

**Section 2: Looking Ahead**

*After reviewing and discussing* [*institutional priorities*](#InstitutionalPriorities)*, identify three to five department goals for the coming academic year(s); these can be continuation of multi-year work and/or new initiatives. Briefly describe your approach to the work. Provide enough information for your executive dean or vice president so that they can provide feedback and guidance. Note: You will have the opportunity over the summer and into fall term to research your ideas and develop plans.*

**Section 3: Ideas for improving systems and structures**

*Identify any ideas you have for improving cross-departmental or collegewide systems and structures in support of student learning and institutional effectiveness. These will be brought forward to the Executive Team and Institutional Effectiveness Committee.*

**Fall Term**

**Department Goals**

After receiving and reviewing feedback from your executive dean or vice president and reviewing finalize your department goals for the coming year(s). See goal worksheet template.