Overview

Thank you for submitting your department’s strategic plan for 2011-2016. The departmental template was designed based on the revised VPSA Strategic Plan, 2011-2016. Each year, you will be asked to report on the annual accomplishments of your department based on this plan. Also, information regarding departmental initiatives may be used to support divisional and university-wide metrics (success criteria).

By completing the template, you have also completed what has been known formerly as the Compact or Goal Form. However, this will provide you an opportunity to plan for the next five years, making incremental revisions along the way. You will also identify items to be entered into the TracDat software system. Therefore, this template also captures the information about your assessment plans and replaces the former Assessment Grid.

The completed template (departmental strategic plan) is due Monday, October 3, 2011. Please email to Kasey Neece-Fielder and Lisa Blazer. Items marked for entry into TracDat should also be entered by this date.

Thank you for your assistance as we improve the planning and assessment processes for the Division of Student Affairs. Please contact Kasey Neece-Fielder or Lisa Blazer with questions.

Content Descriptions

Page 1 – Title – Please fill in the name of your department.

Page 2 – Introduction – Please provide an introduction to your department and your department’s strategic plan. Your text does not have to fill the entire page.

Page 3 – Mission, Vision, Values – Please fill in the mission statement, vision statement and core values for your department.

Page 4 – Excellence in Service and Programming – In the columns provided, please explain at least one way that your department contributes to each of the Four C’s.

Page 5 – Strategic Advantages/Challenges – Please list your strategic advantages. For example, what strengths does your department possess? What opportunities do you foresee that will support your area in carrying out this strategic plan? Please list your strategic challenges. For example, what areas of
weakness need attention? What are the potential threats to be addressed in order to carry out this strategic plan?

**Page 6 - Initiatives and Goals** - Beginning with page 6, please provide the following information regarding your department’s goals.

*Note: In order to support the VPSA Strategic Plan, your department does not have to contribute to all five strategic initiatives. If a strategic initiative does not apply to your area, delete it or leave it blank.

**Strategic Initiative** – Please describe generally how your department supports the strategic initiative. How does the initiative intersect with the role of your department?

**Goal** – List your 2016 goals as they apply to each of the strategic initiatives. Duplicate the remaining information on the template for each goal within a strategic initiative. Please number them in order, based on the corresponding strategic initiative. (For example, Goal 3.1, 3.2, 3.3, and so on.)

**Action Steps and Timeline Table** – Please identify the action steps needed to achieve this goal. When will these steps occur, and when will they be complete?

- *Action Steps*—Enter actions steps particular to each departmental goal.
- *Timeline*— Place an “X” under each year that applies to the action step. This will indicate when the steps will be taken/completed. For example, if an action will be implemented in 2012-2013 and will be completed by 2013-2014, marks will appear in the columns for those two academic years. Also, an action may be applicable to all five years and therefore can be marked that way. Along the same lines, if an action will occur and will be completed during the same year, only one year will be marked.

*Note: An action step may occur and/or be completed in any of the five academic years listed. The dates for each year are from September 1st of the first year to August 31st of the following year.

**Outcomes Table** – In the first column, list the intended results of these action steps. In the second column, identify the type of outcome you are tracking.

- *Student Learning*—These outcomes describe what students should know, think or do as a result from their participation in your department’s programs/services.
- *Operational*—These outcomes are focused on the operations of your department. They will most likely be related to improving internal processes or revising ways of doing things.
In the third column, list your success criterion, which is your “target” measurement of success. What is the expected level of performance for this outcome? This target will be used to assist you and others in evaluating the progress made in a given year. Other ways to describe this include:

- *How will you know you’ve been successful?*
- *How will you measure your success?*

*Note: An outcome may have more than one success criterion because you may be gathering assessment information in more than one way for a particular outcome. List all criterions here. In TracDat, you can enter multiple assessment methods and criterions for an outcome as needed.

Finally, determine which outcomes are key outcomes that should be reported in TracDat on behalf of your department. TracDat entries are utilized for divisional and university-wide reporting. For each outcome, enter yes or no (Y/N) in the last column.