

## **Institutional Effectiveness Report**

Each institutional planning group or function will submit an annual report to the Institutional Effectiveness Committee summarizing their outcomes and performance measures; progress toward achieving established outcomes; areas of focus for the coming year(s); and suggestions for continued improvement of collegewide institutional effectiveness systems and structures.

### **Reports are due to the Institutional Effectiveness Committee by October 31**

Please limit the narrative section of your report to five pages

Submitted By:

Representing: Commitment to Student Learning and Success Strategic Direction

Date:

### **Section 1: Data Elements/Measures**

*Present updated and longitudinal (where possible) data for your established performance measures.*

*Data should be presented in a table format with appropriate notes and references as needed.*

### **Section 2: Progress Report**

*Please report on the progress you have made toward established goals, objectives and outcomes.*

*Your report should:*

- *Be organized around key goals and strategies and provide a brief narrative on progress made over the past year(s)*
- *Keep to high-level points and major milestones*
- *Specifically address data elements/measures*
- *Include or reference additional evidence to support your assessment*
- *Acknowledge and comment on setbacks and/or adjustments that have been made*

**Section 3: Looking Ahead**

*After reviewing and discussing [institutional priorities](#), identify three to five 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.*

**Section 4: Ideas for Institutional Effectiveness Systems and Structures**

*Identify any ideas you have for improving institutional planning and improvement systems and structures in support of institutional effectiveness.*