Processing Summative Reports to the IEC  
DRAFT 11.12.17

Reporting Bodies – Fall 2017

Strategic Directions:  
- Commitment to Student Learning and Success  
- A Culture of Teaching, Learning and Innovation  
- Access, Equity and Inclusion through Social Justice  
- Strengthened Community  
- Financial and Environmental Stewardship

Governance Councils:  
- College Council  
- Diversity Council  
- Learning Council  
- Facilities Council  
- Student Affairs Council  
- Technology Council  
- Finance Council

A-Team  
Achieving the Dream  
Academic Program Review Oversight Committee  
Strategic Enrollment Management

School of Arts & Sciences  
School of Professional Technical Careers  
Student Affairs  
College Services

Report Layout

Section 1: Data Elements/Measures  
Present updated and longitudinal (where possible) data for your established performance measures or goals specified in your work plan.  
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 college strategic directions, 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.
Processing Suggestions

For each report:

1. Pull applicable information (data, work progress and plans) relating to each core theme team from each submission report.
   - Forward the information to the core theme team leads
   - Will inform mission fulfillment report and IE recommendations

2. Collect all "looking ahead" content (current and future work plans), and map this to core themes and institutional priorities. Look for synergy, overlap, gaps.
   - Will inform mission fulfillment report and IE recommendations

3. Review and organize recommendations for improving institutional systems and structures
   - Will inform institutional effectiveness report and recommendations

Notes:

- Review ALL reports for general themes, issues and opportunities (to make sure we don't lose valuable insight through the narrowed foci above)
- Review utility of reporting bodies and report format/questions
- Each of these tasks could be done by a couple volunteers from IEC. #1 should be done before the end of the term.