**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).* ***Be sure to reference goals stated in completed program review(s) and department goals submitted in the fall.***
* *Keep to high-level points and major milestones*
* *Address standard data elements and department datasheets 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: Department Goals**

*After reviewing and discussing* [*institutional priorities*](https://drive.google.com/file/d/0B5af0pj_zVU3Q2lrU1dLWmxSNTA/view?pli=1)*, review established goals. Reaffirm and/or identify new or amended goals for the coming academic year(s); this is most often of multi-year work. Provide enough information for your executive dean or vice president so that they can provide feedback and guidance.*

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

*Identify any ideas you have for improving: 1) the* [*standard data package*](https://www.lanecc.edu/planning/standard-data-package)*, 2)* [*department datasheets*](https://www.lanecc.edu/planning/department-datasheets)*, and/or 3) cross-departmental or collegewide systems and structures in support of student learning and institutional effectiveness. These will be brought forward to the Executive Team, Institutional Research, and the Institutional Effectiveness Committee.*

For questions or additional guidance, please contact Jennifer Steele, Associate Vice President for Planning & Institution Effectiveness at steelejl@lanecc.edu or (541).463-5510