

Department Success Plan Report and Plan Update Process

Fall 2016

Following a similar process as last year, academic departments are asked to assess their 2015-16 plan goals, activities, and outcomes and to update their plan for 2016-2019. Specifics on each are as follows:

2015-16 Report

Please use this [report template](#) to assess activities and outcomes from 2015-16. Directions are embedded. Note that this activity is formative in focus. In other words, it is designed to consider what went well, what not so well, and what was learned to inform one's plan update and/or others as they update their plans.

Timeline:

1. 2015-16 retention and completion data by department provided to department chairs and deans by Mon., Sept. 5.
2. 2-3 page report to Dean by Mon., Oct. 3. Dean returns for revision if not suitably addressing questions since this report will ultimately be shared with the Board of Trustees.
3. Dean advances to Academic Affairs via Monica Love, Executive Director for Strategic Initiatives, by Mon., Oct. 10.
4. Dean provides feedback to department on their report by Mon., Oct. 17.

2016-19 Plan Update

Please use this [plan template](#) to update plan. Directions are embedded.

Timeline:

1. Workshops/brownbags to share/discuss 2015-16 outcomes and 2016-19 plan refinement ideas across departments and colleges during month of October. Dates/times/topics to be shared electronically and posted below.
2. 2016-19 Plan updates due to Dean by Fri., Nov. 4.

Resource Materials

- 2015-16 department level retention and completion data
 - [1st Year Retention](#)
 - [4 – Year Retention](#)
 - [6 – Year Retention](#)
- [Six Roles for Faculty in Student Success handout](#)
- [Small Group notes from Six Roles discussion at Academic Affairs Retreat – Aug. 16](#)
- [Higher Learning Commission Statement on Retention and Student Learning](#)
- Workshop/Brownbag program and schedule