

Strategic Planning Reporting
Administrative and Student Support Services Departments
FY2025 and beyond

Overview: Assessment of the Strategic Plan will be accomplished using the *Administrative Planning Report (APR)* that is already in use at GCSU for annual reporting for all non-academic departments. All departments will align their annual goals to GCSU's new strategic plan, *Imagine 2030*. The APR will continue to be due July 30 of each year. Additionally, there will be a midpoint progress report due annually, January 15. These will be completed in P&SS just as your APR always is.

- ◆ Assessment Plan (*Pillars, Goals, Outcomes, Measure, Baseline, Target*), due July 30
- ◆ Assessment Findings (*Results, Analysis of Results*), due July 30
- ◆ Discussion (*Departmental Contribution to SP*), due July 30
- ◆ Midpoint Progress Report, due January 15

By June 30

- Enter your Assessment Plan into Planning & Self-Study (P&SS). Remember your plan must include 5 objectives from at least 3 pillars of the strategic plan.
 - SP pillars, goals, outcomes, departmental outcomes (choose from list)
 - Measures
 - Baseline data (if available)
 - Desired standard of achievement (target)

Fall and Spring

- Implementation and data collection
- January 15: Midpoint Progress Report
 - Midpoint progress reports will be reviewed and summarized by unit heads who will submit summaries to division head/VP. The VP will summarize unit reports to submit to the strategic planning steering committee.
 - Questions will include (similar to):
 - What greatest accomplishments is your department moving towards this year in terms of contributing to GCSU's Strategic Plan, *Imagine 2030*?
 - What challenges/barriers are you are experiencing, or do you anticipate experiencing?
 - In what ways do you see the strategic plan advancing the university?
 - In what ways can your department collaborate with other departments and/or units on campus?

July 30

- Assessment Findings
 - Results
 - Measure Status (Met? Not met?)
 - Add New Action
- Analysis/Discussion
 - Discussion of next steps for this objective
 - How will you improve if weaknesses are found from analyzing the data?
 - If successful, what next?
 - Will you “roll” this objective to the next year to try it again? (If you choose to roll objectives over to a new year, they will count as one of your 5 for the following year. However, no objective can be rolled over more than 3 years.)
 - How will you determine success of next steps?
 - Discussion of departmental contribution to the strategic plan (Word attachment)
 - What are your documented and positive outcomes/results/products for each pillar that you chose for the year? Please be sure to address areas of growth, improvement, or enhanced operations in your department.
 - If you encountered challenges in implementing the strategic plan in your department, what were they? What adjustments can you make to address such challenges?
 - What feedback or suggestions do you have for the Strategic Planning Steering Committee?
- Outcome Analysis