

## 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.