

Goal Setting and Implementation Plan Guidelines 2023-2024

The *Goal Setting and Implementation Plan* is prepared by the associate or divisional dean in consultation with the unit. This document draws from the self-study document, the ERC/IRC report, input from the school/college dean, unit head, faculty, and the Office of the Provost. The *Goal Setting and Implementation Plan* should contain the following elements:

- An introduction that describes the key findings of the evaluation process, including particular issues and accomplishments noted during the review.
- A summary of the unit’s strategic direction, including any shifts in direction suggested by the findings of the review.
- A candid description of the strengths and current limitations across the research, teaching, and service missions of the unit in the context of the unit’s strategic direction.
- A summary of the prioritized areas of focused identified by the unit in the self-study.
- A prioritized list of concrete goals and objectives aligned with the prioritized areas of focus. At least one must be a Student Achievement Goal (SAG), focused on closing equity gaps where they exist.
- An implementation plan for achieving the goals and objectives including:
 - Individual responsible for taking the lead on each goal and objective.
 - A timetable for attainment.
 - A statement of necessary resources and investments.

For example:

Goal	Objective	Point Person	Resources	Target Date
1. Reduce Course Completion Equity Gaps	<ul style="list-style-type: none"> ▪ Increase completion rates for SUBJ101 by 10% and close equity gap to within 5% 	Faculty member name	<ul style="list-style-type: none"> ▪ 1 Course release ▪ TEP support 	Fall 2026

- A plan for how Program Learning Outcomes (PLOs) will be assessed over the next decennial program review cycle. Note: each program learning outcome must be assessed at least once per decennial program review cycle.

How the Report is Developed:

1. The associate dean drafts the preliminary “Goal Setting and Implementation Plan” in consultation with the unit and school/college dean.
2. The unit head, together with the unit's faculty, will discuss the preliminary report and propose revisions as deemed appropriate. The associate dean will revise the report.
3. Before submitting the report to the Office of the Provost, the school/college dean must read and approve the Goal Setting and Implementation Plan.
4. The approved plan will be submitted by the associate dean to the unit SharePoint folder by December 15.
5. The Office of the Provost will work with the associate dean as needed to finalize the plan, which may include discussion and revision to ensure alignment with university priorities and NWCCU accreditation standards.
6. The school/college dean will integrate the goals and objectives of the implementation plan into the college/school strategic plan as relevant.
7. Units will report on progress toward assessing their Program Learning Outcomes (PLOs) and Student Achievement Goals (SAGs) in their annual assessment reports.
8. Units should report progress on other goals through the college/school internal accountability processes.