



# A Guide for Annual Planning and Reporting

for **Academic** units  
2020-2021 and Beyond

UNIVERSITY OF WEST FLORIDA

OFFICE OF INSTITUTIONAL EFFECTIVENESS

MAY 2020

# What is the Purpose?

- ▶ In support of the University of West Florida mission and Strategic Plan 2017-2022, all units engage in annual planning.
- ▶ The act of annual planning allows units to be **proactive** in looking ahead to at what the **goals** of the university are and how best to **allocate resources** (time, people, budget) to achieve those goals.
- ▶ Completion of the Annual Plan and Annual Report document allows the University to gather evidence of this university-wide process.
- ▶ This Guide is designed to help you best describe the efforts of your unit as it relates to moving the University's strategic plan forward.
- ▶ Your thoughtful work in this process is important!

# Changes to the Annual Plan/Report form

- ▶ Prior to the 2019-2020 fiscal year, annual plans and reports were completed on a Google doc, making it difficult to plan, report, and aggregate data in the most efficient manner.
- ▶ Starting with fiscal year 2019-2020, the annual plan/report form will now be completed on a **spreadsheet**.

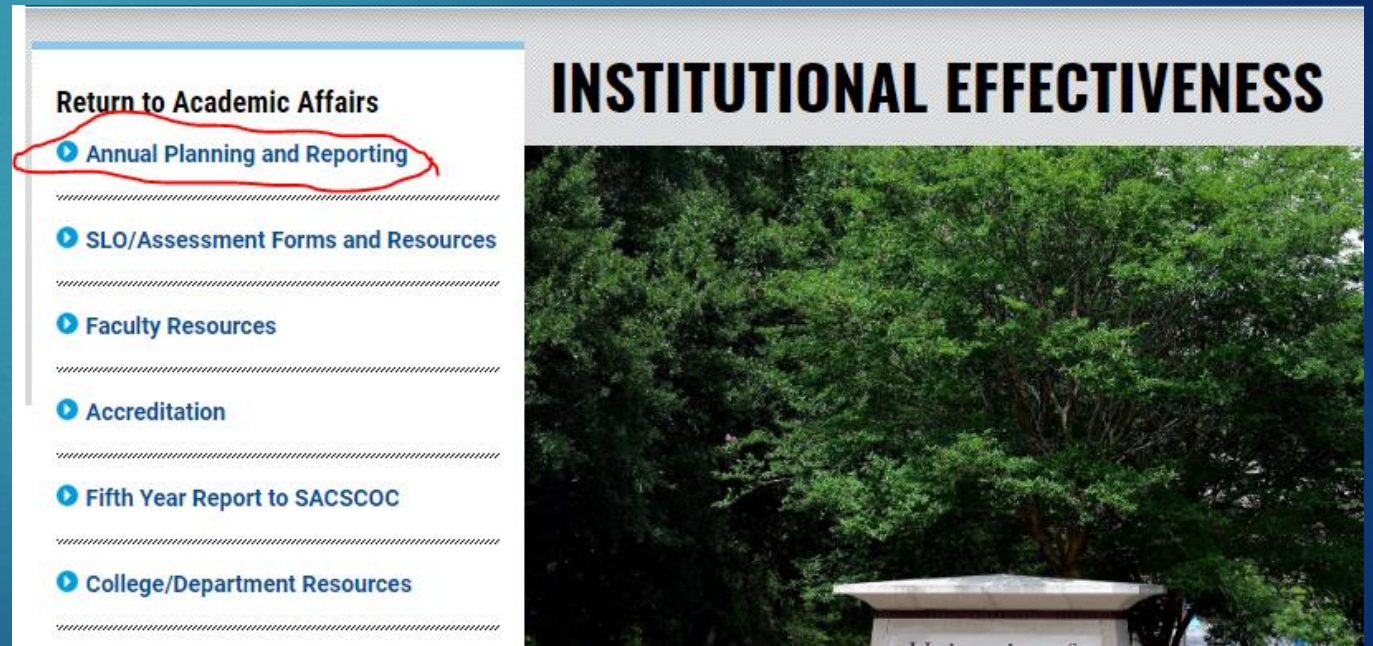
# Changes to the Annual Plan/Report form (cont.)

- ▶ New Features include:
  - ▶ Space for **multiple goals** on the same form
  - ▶ **Drop-down lists** for UWF Strategic Directions
  - ▶ **Facilitates better reporting** of university efforts to accomplish Strategic Plan 2017-2022.



# Where do I find the Annual Plan/Report form?

- ▶ Go to <https://uwf.edu/academic-affairs/departments/institutional-effectiveness/>
- ▶ In the upper left navigation, click on **Annual Planning and Reporting**



# Where do I find the Annual Plan/Report form? (cont.)

- ▶ From the expanded list, click on **Academic Unit Reporting**





# Where do I find the Annual Plan/Report form? (cont.)

- ▶ On this page you will see a list of reporting units organized by division.
- ▶ Locate your division and click on **your unit name**.

To Complete your Unit's Annual Reports for 2019-2020:	
1.	Select your <b>Division</b> below (i.e., CEPS, Finance & Admin, etc.)
2.	Select your <b>department</b> or <b>unit</b> from the list (i.e. Argo Central, Controller's Office, etc.)
3.	Click on the link for the appropriate folder: <b>Annual Report</b> Annual Report - Complete last 2 cols of Last Year's sheet for the Annual Report Annual Plan - Complete the first 5 cols of the sheet for the Current Year Annual Plan <b>Community Engagement</b> - Contains sheet for last year to complete of last year's activities <b>Distinctive &amp; Notable</b> - Contains a doc for last year to complete of last year's activities
4.	All files are <b>Google</b> sheets or <b>Google</b> docs, so changes are automatically saved.

## College of Arts, Social Sciences, & Humanities

Anthropology  
Archaeology Institute  
Art  
CASSH Dean's Office  
Communication  
English  
FPAN  
Government  
History  
Music  
Philosophy  
Theatre

## College of Education & Professional Studies

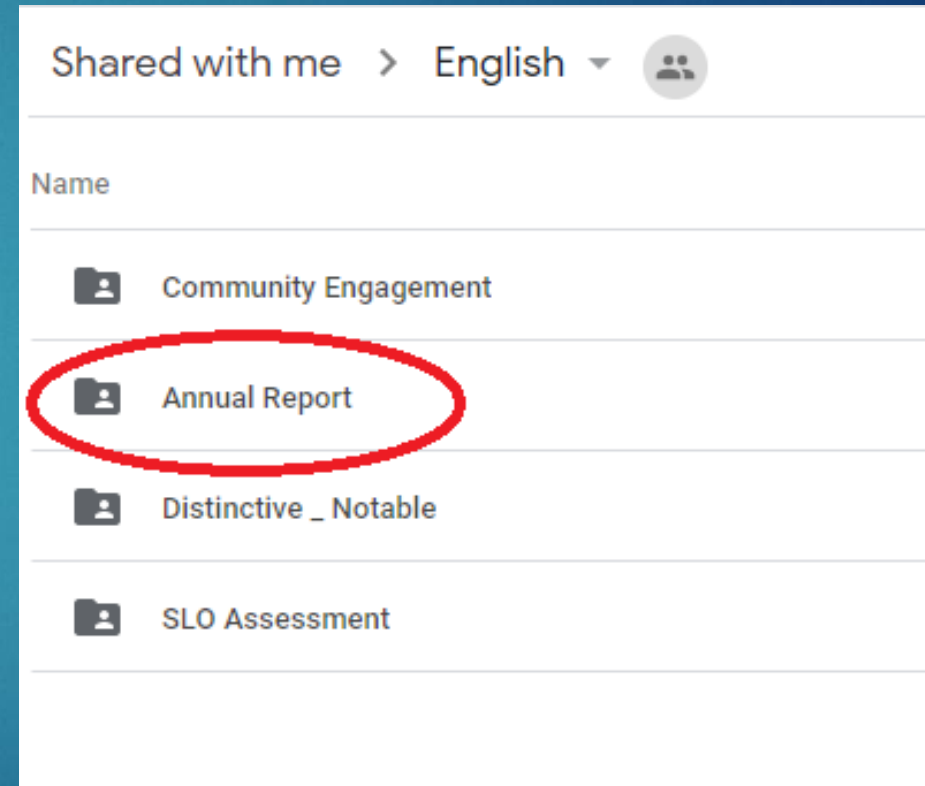
Administration & Law  
Aerospace Studies  
CEPS Dean  
Criminology & Criminal Justice  
Educational Research & Administration  
Instructional Design Technology  
Military Science  
Social Work  
Teacher Education & Educational Leadership

## College of Business

Accounting & Finance  
COB Dean  
Florida Small Business Development Center at UWF  
Global Hospitality  
Management & MIS  
Marketing & Economics  
MBA Program

# Where do I find the Annual Plan/Report form? (cont.)

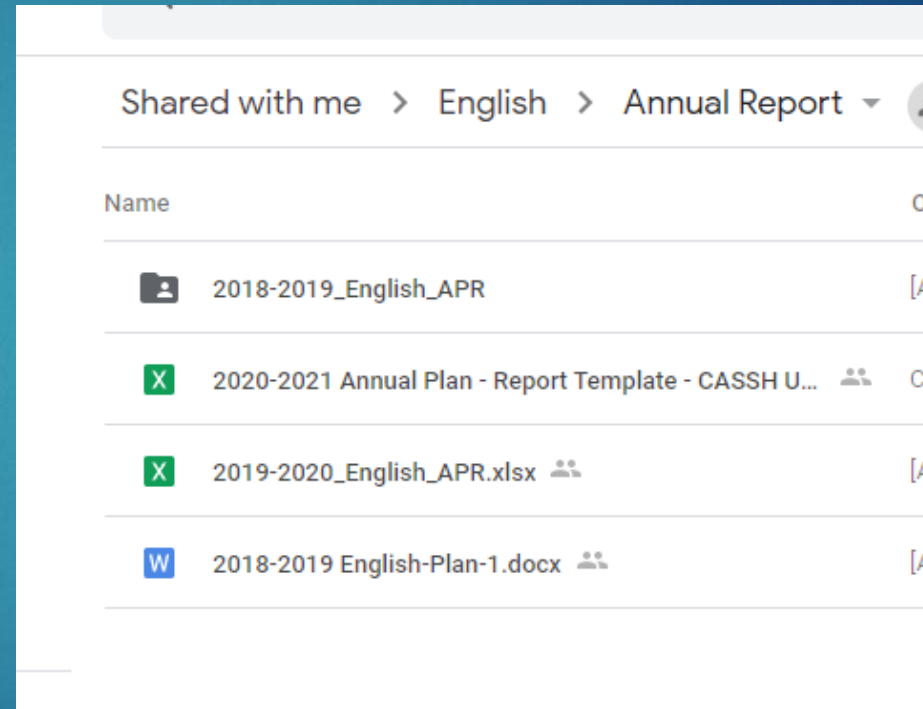
- ▶ As long as you are **logged in with your UWF credentials**, you will be taken to a Google file structure titled **IE Reporting**
- ▶ You will find 4 folders
  - ▶ **Distinctive & Notable**
  - ▶ **Community Engagement**
  - ▶ **Annual Report**
  - ▶ **SLO Assessment**
- ▶ Select the **Annual Report** folder





# Where do I find the Annual Plan/Report form? (cont.)

- ▶ In the folder you will see files named according to year to include:
  - ▶ 2020-2021
  - ▶ 2019-2020
  - ▶ Any prior years
- ▶ Select the file for the Annual Plan/Report year you are completing.



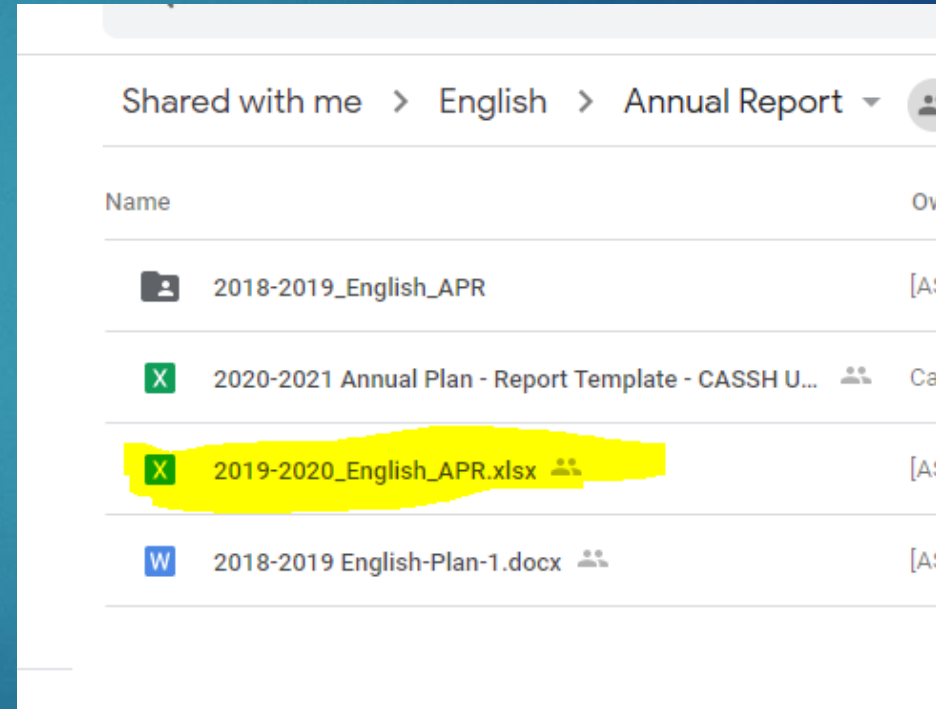


# The Report

COMPLETED REPORT OF *CURRENT OR PRIOR* ACADEMIC YEAR

# What do I do with the Annual Plan/Report form?

- ▶ In the folder you will see files named according to year.
- ▶ Select the file for the Annual Report year you are completing.
- ▶ In this case, we are working on the Annual **Report** for last academic year **2019-2020 unit name APR.xlsx**





# Completing the Annual Report

- ▶ The form will open to the Instructions tab in Google. You may find it helpful to read the instructions.
- ▶ You can open the report in **Google** Sheets, or download the form and open it in **Excel**.
- ▶ *If you decide to download and edit into **Excel**, you will need to **save and reupload** the file.*
- ▶ When you are ready to proceed, click on the **Annual Plan-Report tab** at the bottom of the window.

The screenshot shows a Google Sheets spreadsheet with the following content:

	A	B
1	<b>Instructions for Completing the Annual Plan - Annual Report</b>	
2	<b>General Notes to Completion Guide of this Form:</b> <b>Annual Plans</b> are living documents that reflect a thoughtful process of what a unit wants to achieve in a given year and can be modified as necessary throughout the year as priorities shape activities. <b>Annual Reports</b> are an update of an Annual Plan that reflect the accomplishments of the year. The <b>PLAN</b> portion of the table is Cols. A - E and should be completed and reviewed with your supervisor at the beginning of the fiscal/academic year. The <b>REPORT</b> portion of the document is Cols. F-G and reflects the achievement or progress toward the goal and potential implementation. The Report is completed and discussed with supervisor at the end of the fiscal/academic year.	
3	<b>Identification Information:</b> Complete fields in Col A Rows 2-6 as appropriate to include: Dept/Unit Name, Dept/Unit Lead, Reporting Unit Name, Supervisor Name and Division.	
4	<b>Goal/Indicator:</b> This is a broad goal or activity that your department or office will be engaged in for the coming year. Example: "Support the University in the development of programs of strategic emphasis."	
5	<b>UWF Strategic Direction:</b> Select the strategic direction that best fits the goal or indicator. This is a drop-down list. Even though your goal or indicator may map to more than one strategic direction, select the best fit for this field.	
6	<b>Division Strategic Direction:</b> Select the division strategic direction that best fits the goal or indicator. This is a drop-down list. Even though your goal or indicator may map to more than one strategic direction, select the best fit for this field.	
7	<b>Expected Outcome:</b> Each goal/indicator should have at least one expected outcome, but you may have multiple. Number them sequentially. Example: "1. Develop new Master's degree in International Affairs."	
8	<b>Assessment Instrument(s):</b> Each expected outcome should have at least 1 assessment instrument, but may have multiple. Number them sequentially. Example: "1. Internal and CAVP Preproposal documents prepared. 2. CCRs approved. 3. RTO document approved."	
9	<b>Result(s):</b> Each expected outcome should have a result based on the assessment instruments. Example: "1. Internal and CAVP Preproposals signed. CAVP approved in November. 2. CCRs approved by Faculty Senate in December. 3. RTO presented to BOT in Feb/Mar. Forwarded to BOG for final approval."	
10	<b>Use of Results:</b> Each expected outcome should have a Use of Results. Example: "New Master's degree in International Affairs to be implemented next academic year pending approval by BOG."	
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At the bottom of the spreadsheet, the tab bar shows: **Instructions** | **Annual Plan-Report** | S\_Ds | Divisions. The **Annual Plan-Report** tab is circled in red.

# Completing the Annual Report (cont.)

- ▶ You filled in the top portion at the beginning of the fiscal year. Edit the following fields as necessary:
  - ▶ Dept/Unit Name
  - ▶ Dept/Unit Lead (Name of chair of dean, etc.)
  - ▶ Reporting Unit (the unit above yours on the Org Chart)
  - ▶ Supervisor (Name of your Reporting Unit Lead)
  - ▶ Division (select from a drop-down list)
- ▶ See example


A	B	
Planning Year:	2019-2020	
Dept/Unit Name:	Institutional Effectiveness	
Dept/Unit Lead:	Angela Bryan	
Reporting Unit:	Office of the Provost	
Supervisor:	Kimberly McCorkle	
Division:	Academic Affairs	
Goal/Indicator	UWF Strategic Direction	Division 5

# Completing the Annual Report (cont.)

- ▶ The remainder of the form is divided into 2 portions:
  - ▶ The **Plan** (Cols. A-D/E) and
  - ▶ The **Report** (Cols. E-F/F-G)
- ▶ Report on the progress toward each goal.
- ▶ Important note: Things come up during the year such as projects, legislations, major events (COVID-19 or hurricanes) that impact our plans.
- ▶ **IT IS OK TO EDIT YOUR PLAN TO ADD NEW GOALS THAT YOU MADE DURING THE YEAR.**

The Plan

The Report

	A	B	C	D	E	F
1	Planning Year:	2019-2020				
2	Dept/Unit Name:	Reuben O'D. Askew Dept. of Govt.				
3	Dept/Unit Lead:	Michelle Williams				
4	Reporting Unit:	CASSH Dean				
5	Supervisor:	Dean Steven Brown				
6	Division:	Academic Affairs				
7	Goal/Indicator	UWF Strategic Direction	Tasks/Expected Outcome(s)	Methods/Documentation	Result(s)	Use of Results
8	Ex. 1. Maintain adequate personnel to support the mission of the University with regard to the Office of the Registrar.	2.1 Attract, retain, and develop high-quality diverse faculty and staff.	1. Propose additional DegreeWorks Coordinator to process student applications for degree.	1. Job description	1. New line approved for 2018-2019.	1. Re-distribute workload among existing DegreeWorks Coordinators.
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# Completing the Annual Report (cont.)

- ▶ Fill in **last 2 columns** for each goal:
- ▶ **Results** – what happened
- ▶ **Use of Results** – what you will do with the information for next year
- ▶ It's ok if the goals aren't completed, just report on progress.
- ▶ Let's look at the examples again.


The Plan

The Report

	A	B	C	D	E	F
1	Planning Year:	2019-2020				
2	Dept/Unit Name:	Reuben O'D. Askew Dept. of Govt.				
3	Dept/Unit Lead:	Michelle Williams				
4	Reporting Unit:	CASSH Dean				
5	Supervisor:	Dean Steven Brown				
6	Division:	Academic Affairs				
7	Goal/Indicator	UWF Strategic Direction	Tasks/Expected Outcome(s)	Methods/Documentation	Result(s)	Use of Results
8	Ex. 1. Maintain adequate personnel to support the mission of the University with regard to the Office of the Registrar.	2.1 Attract, retain, and develop high-quality diverse faculty and staff.	1. Propose additional DegreeWorks Coordinator to process student applications for degree.	1. Job description	1. New line approved for 2018-2019.	1. Re-distribute workload among existing DegreeWorks Coordinators.
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# Example 1

- ▶ The dept. identified 2 tasks for Goal 1.
- ▶ Progress or completion is reported in the **Results** column (Col. E)
  - ▶ Revised 8 semester plans were made available.
  - ▶ Annual course schedules were developed.
- ▶ Next steps are reported in the **Use of Results** column (Col. F)
  - ▶ Will review 8 semester plan in 2 years.
  - ▶ Will review annual course offerings and adjust annual schedule as required.

	A	B	C	D	E	F
1	<b>Planning Year:</b>	2019-2020		 <b>UNIVERSITY of WEST FLORIDA</b>		
2	<b>Dept/Unit Name:</b>	Reuben O'D. Askew Dept. of Govt				
3	<b>Dept/Unit Lead:</b>	Michelle Williams				
4	<b>Reporting Unit:</b>	CASSH Dean				
5	<b>Supervisor:</b>	Dean Steve Brown				
6	<b>Division:</b>	Academic Affairs				
7	<b>Goal/Indicator</b>	<b>UWF Strategic Direction</b>	<b>Tasks/Expected Outcome(s)</b>	<b>Methods/Documentation</b>	<b>Result(s)</b>	<b>Use of Results</b>
8	Ex. 1. Maintain adequate personnel to support the mission of the University with regard to the Office of the Registrar.	2.1 Attract, retain, and develop high-quality diverse faculty and staff.	1. Propose additional DegreeWorks Coordinator to process student applications for degree.	1. Job description	1. New line approved for 2018-2019.	1. Re-distribute workload among existing DegreeWorks Coordinators.
9	1. Support the UWF goal to increase the 4-year graduation rate to 50% by 2025.	1.2 Align resources to deliver exceptional support services and learning opportunities that will ensure students have access, continuity, and success while earning degrees.	1.1 Work with faculty to review the 8 semester plan to ensure students can complete in 4 years.	Revised or updated 8 semester plan for each UG program in the department.	Revised the 8 semester plan. Made the 8 semester plan available through the catalog, the dept. website. Also made available through CASSH advisors.	Will review 8 semester plan in 2 years.
10			1.2 Develop a yearly proposed schedule of course offerings to support the 8-semester plan to ensure the dept offers the courses students need to graduate on time.	Proposed annual schedule of course offerings by semester	Developed an annual schedule of course offerings by semester.	Will review annual course offerings and make necessary changes to annual schedule as required.

# Example 2

- ▶ The dept. identified 1 task for Goal 2.
- ▶ Progress or completion is reported in the **Results** column (Col. E)
  - ▶ Gave status of each item in Col. D and added 1 new result.
- ▶ Next steps are reported in the **Use of Results** column (Col. F)
  - ▶ 2 next steps identified before implementation of new degree program. Both listed in Col. F.

	A	B	C	D	E	F
7	Goal/Indicator	UWF Strategic Direction	Tasks/Expected Outcome(s)	Methods/Documentation	Result(s)	Use of Results
	Ex. 1. Maintain adequate personnel to support the mission of the University with regard to the Office of the Registrar.	2.1 Attract, retain, and develop high-quality diverse faculty and staff.	1. Propose additional DegreeWorks Coordinator to process student applications for degree.	1. Job description	1. New line approved for 2018-2019.	1. Re-distribute workload among existing DegreeWorks Coordinators.
8	2. Develop a new graduate program in an area of strategic emphasis to start in fall 2020.	3.1 Build programs of distinction that enhance UWF's reputation for educational excellence.	2.1 Develop a Master of Arts in International Affairs	1. University Work Plan 2. Internal Pre-Proposal 3. CAVP Pre-Proposal 4. CCRs for new program 5. Curriculum map for new program 6. Assessment plan for new program	1. New program added to work plan. 2. Internal Pre-Proposal approved by Dean and Provost. 3. CAVP Pre-Proposal approved. 4. CCRs for new program progressing through the system with a target date for inclusion in fall 2020 catalog. 5. Completed the curriculum map for the new program. 6. Completed the assessment plan for the new program. 7. Began working on Request to Offer New Degree Program document for BOT approval.	1. Continue to monitor CCRs and respond as necessary until final approval by Faculty Senate then Provost. 2. Work closely with CASSH leadership and IE to complete the Request to Offer document to secure UWF BOT approval during fall 2019.
11		3.3 Augment and invest in academic and research programs that meet professional, personal, scholastic, and workforce needs.				
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# The Plan

PLAN FOR THE **CURRENT OR COMING** ACADEMIC YEAR

# What do I do with the Annual Plan/Report form?

- ▶ The **Annual Plan** is a reflection of what your unit will do in the upcoming fiscal year.
- ▶ The form will open to the Instructions tab. You may find it helpful to read the instructions.
- ▶ You can open the report in **Google Sheets**, or download the form and open it in **Excel**.
- ▶ *If you decide to download and edit into **Excel**, you will need to **save and reupload** the file.*
- ▶ When you are ready to proceed, click on the **Annual Plan-Report** tab at the bottom of the window.

The screenshot shows a Google Sheets spreadsheet titled "2019-2020\_English\_APR" with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Help) and a toolbar (Print, Filter, 100%, View only). The spreadsheet content includes:

- Row 1: "Instructions for Completing the Annual Plan - Annual Report"
- Row 2: "General Notes to Completion Guide of this Form:"
- Row 3: "Annual Plans are living documents that reflect a thoughtful process of what a unit wants to achieve in a given year and can be modified as necessary throughout the year as priorities shape activities."
- Row 4: "Annual Reports are an update of an Annual Plan that reflect the accomplishments of the year. The PLAN portion of the table is Cols. A - E and should be completed and reviewed with your supervisor at the beginning of the fiscal/academic year. The REPORT portion of the document is Cols. F-G and reflects the achievement or progress toward the goal and potential implementation. The Report is discussed with supervisor at the end of the fiscal/academic year."
- Row 5: "Identification Information: Complete fields in Col A Rows 2-6 as appropriate to include: Dept/Unit Name, Dept/Unit Lead, Reporting Unit Name, Supervisor Name and Division."
- Row 6: "Goal/Indicator: This is a broad goal or activity that your department or office will be engaged in for the coming year. Example: 'Support the University in the development of programs of strategic emphasis.'"
- Row 7: "UWF Strategic Direction: Select the strategic direction that best fits the goal or indicator. This is a drop-down list. Even though your goal or indicator may map to more than one strategic direction, select the best fit for this field."
- Row 8: "Division Strategic Direction: Select the division strategic direction that best fits the goal or indicator. This is a drop-down list. Even though your goal or indicator may map to more than one strategic direction, select the best fit for this field."
- Row 9: "Expected Outcome: Each goal/indicator should have at least one expected outcome, but you may have multiple. Number them sequentially. Example: '1. Develop new Master's degree in International Affairs.'"
- Row 10: "Assessment Instrument(s): Each expected outcome should have at least 1 assessment instrument, but may have multiple. Number them sequentially. Example: '1. Internal and CAVP Preproposal documents prepared. 2. CCRs approved. 3. RTO document approved.'"
- Row 11: "Result(s): Each expected outcome should have a result based on the assessment instruments. Example: '1. Internal and CAVP Preproposals signed. CAVP approved in November. 2. CCRs approved by Faculty Senate in December. 3. RTO presented to BOT in Feb/Mar. Forwarded to BOG for final approval.'"
- Row 12: "Use of Results: Each expected outcome should have a Use of Results. Example: 'New Master's degree in International Affairs to be implemented next academic year pending approval by BOG.'"

At the bottom of the window, the tab "Annual Plan-Report" is circled in red.

# What do I do with the Annual Plan/Report form? (cont.)

- ▶ Complete the top portion as follows:
  - ▶ Dept/Unit Name
  - ▶ Dept/Unit Lead (Name of chair of dean, etc.)
  - ▶ Reporting Unit (the unit above yours on the Org Chart)
  - ▶ Supervisor (Name of your Reporting Unit Lead)
  - ▶ Division (select from a drop-down list)
- ▶ See example

A	B
Planning Year:	2019-2020
Dept/Unit Name:	Institutional Effectiveness
Dept/Unit Lead:	Angela Bryan
Reporting Unit:	Office of the Provost
Supervisor:	Kimberly McCorkle
Division:	Academic Affairs
Goal/Indicator	UWF Strategic Direction
	Division 5



# What do I do with the Annual Plan/Report form? (cont.)

- ▶ The remainder of the form is divided into 2 portions:
  - ▶ The Plan (Cols. A-D/E) and
  - ▶ The Report (Cols. E/F-F/G)
  - ▶ Note: If your college has a strategic plan, there is an extra column for the Division Strategic Directions. For these units, the Plan is Cols. A-E and the Report is Cols. F-G.
- ▶ Let's review the types of goals you may want to include.

	A	B	C	D	E	F
1	Planning Year:	2019-2020				
2	Dept/Unit Name:	Career Education				
3	Dept/Unit Lead:	Tim Moore				
4	Reporting Unit:	Office of Career Dev & Comm Eng				
5	Supervisor:	Lauren Loeffler				
6	Division:	Academic Engagement				
7	Goal/Indicator	UWF Strategic Direction	Tasks/Expected Outcome(s)	Methods/Documentation	Result(s)	Use of Results
8	Ex. 1. Maintain adequate personnel to support the mission of the University with regard to the Office of the Registrar.	2.1 Attract, retain, and develop high-quality diverse faculty and staff.	1. Propose additional DegreeWorks Coordinator to process student applications for degree.	1. Job description	1. New line approved for 2018-2019.	1. Re-distribute workload among existing DegreeWorks Coordinators.


# What do I do with the Annual Plan/Report form? (cont.)

- ▶ **At the beginning of the academic/fiscal year, you complete the Plan portion of the form. (Cols. A-D).**
- ▶ *The objective would be that this Annual Plan will reflect the activities of your department for the coming fiscal year.*
- ▶ A customary number of goals for any unit would be 3-8.
- ▶ Each goal should:
  - ▶ Be measurable
  - ▶ Tie to a Strategic Direction
  - ▶ Have an expected outcome
  - ▶ And have some measurable evidence of effort.
- ▶ Let's look at some examples.

	A	B	C	D	E	F
1	<b>Planning Year:</b>	2019-2020				
2	<b>Dept/Unit Name:</b>	Career Education				
3	<b>Dept/Unit Lead:</b>	Tim Moore				
4	<b>Reporting Unit:</b>	Office of Career Dev & Comm Eng				
5	<b>Supervisor:</b>	Lauren Loeffler				
6	<b>Division:</b>	Academic Engagement				
7	<b>Goal/Indicator</b>	<b>UWF Strategic Direction</b>	<b>Tasks/Expected Outcome(s)</b>	<b>Methods/Documentation</b>	<b>Result(s)</b>	<b>Use of Results</b>
8	Ex. 1. Maintain adequate personnel to support the mission of the University with regard to the Office of the Registrar.	2.1 Attract, retain, and develop high-quality diverse faculty and staff.	1. Propose additional DegreeWorks Coordinator to process student applications for degree.	1. Job description	1. New line approved for 2018-2019.	1. Re-distribute workload among existing DegreeWorks Coordinators.
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# Example 1

- ▶ This department has a goal to support the UWF goal to increase the 4-year graduation rate to 50% by 2025.
- ▶ They entered this goal in Col. A under Goal/Indicator.
- ▶ The dept. felt this best aligned with UWF Strategic Direction 1.2.
- ▶ They selected this from drop-down list.

	A	B	C	D	E	F
1	<b>Planning Year:</b>	2019-2020				
2	<b>Dept/Unit Name:</b>	Reuben O'D. Askew Dept. of Govt				
3	<b>Dept/Unit Lead:</b>	Michelle Williams				
4	<b>Reporting Unit:</b>	CASSH Dean				
5	<b>Supervisor:</b>	Dean Steve Brown				
6	<b>Division:</b>	Academic Affairs				
7	<b>Goal/Indicator</b>	<b>UWF Strategic Direction</b>	<b>Tasks/Expected Outcome(s)</b>	<b>Methods/Documentation</b>	<b>Result(s)</b>	<b>Use of Results</b>
8	Ex. 1. Maintain adequate personnel to support the mission of the University with regard to the Office of the Registrar.	2.1 Attract, retain, and develop high-quality diverse faculty and staff.	1. Propose additional DegreeWorks Coordinator to process student applications for degree.	1. Job description	1. New line approved for 2018-2019.	1. Re-distribute workload among existing DegreeWorks Coordinators.
9	1. Support the UWF goal to increase the 4-year graduation rate to 50% by 2025.	1.2 Align resources to deliver exceptional support services and learning opportunities that will ensure students have access, continuity, and success while earning degrees.	1.1 Work with faculty to review the 8 semester plan to ensure students can complete in 4 years.	Revised or updated 8 semester plan for each UG program in the department.		
10			1.2 Develop a yearly proposed schedule of course offerings to support the 8-semester plan to ensure the dept offers the courses students need to graduate on time.	Proposed annual schedule of course offerings by semester.		

# Example 1 (cont.)

- ▶ The dept. identified 2 tasks to assist in achieving their goal.
  - ▶ Review and revise the 8 semester plan.
  - ▶ Plan schedule of course offerings to support the 8 semester plan
  - ▶ They entered each task on a separate row under Col. C.
- ▶ They identified a deliverable or piece of documentation of their effort.
  - ▶ Revised 8 semester plan
  - ▶ Proposed of annual schedule of course offerings by semester.

	A	B	C	D	E	F
1	<b>Planning Year:</b>	2019-2020		 <b>UNIVERSITY of WEST FLORIDA</b>		
2	<b>Dept/Unit Name:</b>	Reuben O'D. Askew Dept. of Govt				
3	<b>Dept/Unit Lead:</b>	Michelle Williams				
4	<b>Reporting Unit:</b>	CASSH Dean				
5	<b>Supervisor:</b>	Dean Steve Brown				
6	<b>Division:</b>	Academic Affairs				
7	<b>Goal/Indicator</b>	<b>UWF Strategic Direction</b>	<b>Tasks/Expected Outcome(s)</b>	<b>Methods/Documentation</b>	<b>Result(s)</b>	<b>Use of Results</b>
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10			1.2 Develop a yearly proposed schedule of course offerings to support the 8-semester plan to ensure the dept offers the courses students need to graduate on time.	Proposed annual schedule of course offerings by semester.		



# Example 2

- ▶ This department has a goal to “Develop a new graduate program in an area of strategic emphasis to start in fall 2020.”
- ▶ They entered this goal in Col. A under Goal/Indicator.
- ▶ The dept. felt this best aligned with UWF Strategic Directions 3.1 and 3.3.
- ▶ They selected 3.1 from drop-down list.
- ▶ On the new row they selected 3.3 from the drop-down list.

Goal/Indicator	UWF Strategic Direction	Tasks/Expected Outcome(s)	Methods/Documentation	Result(s)	Use of Results
Ex. 1. Maintain adequate personnel to support the mission of the University with regard to the Office of the Registrar.	2.1 Attract, retain, and develop high-quality diverse faculty and staff.	1. Propose additional DegreeWorks Coordinator to process student applications for degree.	1. Job description	1. New line approved for 2018-2019.	1. Re-distribute workload among existing DegreeWorks Coordinators.
1. Support the UWF goal to increase the 4-year graduation rate to 50% by 2025.	1.2 Align resources to deliver exceptional support services and learning opportunities that will ensure students have access, continuity, and success while earning degrees.	1.1 Work with faculty to review the 8 semester plan to ensure students can complete in 4 years.	Revised or updated 8 semester plan for each UG program in the department.		
		1.2 Develop a yearly proposed schedule of course offerings to support the 8-semester plan to ensure the dept offers the courses students need to graduate on time.	Proposed annual schedule of course offerings by semester.		
2. Develop a new graduate program in an area of strategic emphasis to start in fall 2020.	3.1 Build programs of distinction that enhance UWF's reputation for educational excellence.	2.1 Develop a Master of Arts in International Affairs	1. University Work Plan 2. Internal Pre-Proposal 3. CAVP Pre-Proposal 4. CCRs for new program 5. Curriculum map for new program 6. Assessment plan for new program		
	3.3 Augment and invest in academic and research programs that meet professional, personal, scholastic, and workforce needs.				

# Example 2 (cont.)

- ▶ The dept. identified 1 task for this goal.
  - ▶ Develop a MA in International Affairs.
  - ▶ They entered each task on a separate row under Col. C.
- ▶ The dept. identified 6 deliverables or pieces of documentation of their effort.
  - ▶ These are listed in Col. D.
- ▶ See example

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	3.3 Augment and invest in academic and research programs that meet professional, personal, scholastic, and workforce needs.				

# Things to Remember for the Annual Plan

- ▶ Please develop a plan that reflects the activities of your department/unit for the coming fiscal year.
- ▶ Most of your goals will be **Process-related** or **Satisfaction-related**, however you may have a few that are true Student Learning related.
- ▶ Each Goal (3-8 overall) should:
  - ▶ Be measurable (Col. A)
  - ▶ Be tied to at least 1 UWF Strategic Direction (Col. B)
  - ▶ Be tied to at least 1 Division goal if applicable
  - ▶ Have at least 1 identified task or outcome (Col. C)
  - ▶ Have 1 or more items of documentation (Col. D)
- ▶ Everything you type in the Google spreadsheet is automatically saved.

# Who do I contact with questions?

- ▶ Please contact your Office of Institutional Effectiveness with ANY questions! We can be reached at:
  - ▶ Angela Bryan, Director  
850-473-7234  
[abryan@uwf.edu](mailto:abryan@uwf.edu)
  - ▶ Carolyn Beamer, Asst. Director  
850-474-2239  
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  - ▶ Darby Lamb, Technology Coordinator  
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