

Unit Operational Plan

UNIT/DEPARTMENT:

ANNUAL CORE VALUE: Integrity

DATE: 2016-2017

CONTACT(s):

Unit Mission Statement:

Annual Plan (Complete #1-3, discuss with supervisor, submit by Aug. 1st, complete to IE office by Sept. 1, 2016)

1. **Priorities (Institutional and Departmental):**
2. **Criteria for excellence in INTEGRITY in your Unit: (see Quality Rubric for reference competencies)**
3. **Objectives/Goals***: (Intentional targets for supporting the EC Operational Plan, which should also align with SP goals, mission, core values and recommendations from last year's Annual Report)

Goal #1 -

- a. **Actions:** (Specific tactics – what, who and where)
- b. **Timeline:** (Expected deadlines for actions and goal completion.)
- c. **Major Costs:** (Anything that would be a major investment and would need special consideration.)
- d. **Communications:** (with whom, when, why, how)
- e. **Expected Outcomes:** (Benchmarks)
- f. **Assessment plan –** (Assessment measures –Direct and Indirect - to be used for each objective/goal. Annual Report summaries will indicate follow-through on goals/actions using these measures.)

(Continue numbering goals followed by a-f.)

4. **Assessment Results:** (Data to be tracked throughout the academic year; include dates with specific measured outcomes.)
5. **Future Planning Targets:** (Describe expected follow-through based on assessment results.)

*Goal statements should be "SMART": Specific, Measurable, Actionable, Realistic and Timed