



Institutional Effectiveness Unit Plan

Directions: Use 9 point font when completing this form. First, complete columns A-D. Make sure your Unit Outcomes are targeted, essential and measurable. Columns E & F (which serve to assess whether your goals were reached and how you intend to use the results) will *not* be completed until the end of the cycle in the spring.

Unit : _____ **Unit Administrator:** _____ **School Year: 2007-2008**

Number each Outcome in each column	A. Unit Outcomes (3-4) <i>no more</i> Should be measurable. Use percentages where possible. <u>Be brief.</u>	B. Outcomes Link to Institutional Goals & Strategic Indicators List the goal numbers and the corresponding Strategic Indicator letters (i.e., Goal 1; Indicators B & C; Goal 2; Indicators A-C, etc.)	C. Methods of Assessing the Outcome List what indirect methods you plan on using to measure each outcome (i.e., board exams, surveys, graduation results, retention results, etc.)	D. Budget Implications If your outcome has budget implications (costs that will exceed \$499), list them here.
1.		1.	1.	1.
2.		2.	2.	2.
3.		3.	3.	3.
4.		4.	4.	4.

Unit Plan--Part II: Directions : As noted on page one of this plan, complete columns E & F at the end of the planning cycle in the spring. As you report under each column, be sure to carry over the numbers which represent each outcome you are addressing.

E. Actual Results Obtained—When you assessed and measured your stated outcomes, what results did you find? Be clear and concise in your reporting.

1.

2.

3.

4.

F. Use of Results—Now that you have your results, how do you intend to use these results or, if implemented early, how have you used these results to improve your overall unit for the upcoming academic year? **NOTE:** After you list how you intend to use these results, be sure to include such improvements in your new Unit Plan for the upcoming academic year.

1.

2.

3.

4.