

**YOUR OFFICE HERE
INSTITUTIONAL EFFECTIVENESS PLAN
2006-2007**

Mission Statement

The Office of (name of office or unit) (broad mission statement here). (List of units within this office here.). (Mission or function of each unit here; remember, it's a list of who you are, what you do and who you do it for. Where possible list student-oriented missions first. Write in complete sentences.).

Approved by: _____
Typed Name of Unit Head
Title, Name of Unit Date

Approved by: _____
Typed Name of Division Head (if appropriate)
Title, Division Date

Approved by: _____
Typed Name of Appropriate Vice Chancellor
Vice Chancellor of ... Date

NAME OF UNIT HERE
2006-2007

Goals and Objectives

Goal 1. First goal here; use complete sentences. Goals should be broad and not change much from year to year. They should be related to your mission statement.

Objective 1.1. First objective here. Objectives need not be complete sentences and should be measurable. They should directly relate to this goal. The general form of an objective is “do what, by how much, by when.”

Strategy 1.1.1. Strategies need not be complete sentences. They are specific measures used to accomplish this objective.

Strategy 1.1.2. You must have at least two strategies for each objective.

Objective 1.2. Second objective here.

Strategy 1.2.1. First strategy for the second objective.

Strategy 1.2.2. Second strategy for the second objective.

Strategy 1.2.3. Third strategy. Many objectives will have more than two strategies.

Assessment Tool(s): The first assessment tool. (A list of the tools that will be used to measure the measureables stated in each objective for this goal.)
The second assessment tool.
The third assessment tool.

Goal 2. The second goal. Each unit should have three to eight goals.

Objective 2.1. First objective for Goal 2.

Strategy 2.1.1. First strategy for this objective.

Strategy 2.1.2. Second strategy for this objective.

Objective 2.2. Second objective for Goal 2.

Strategy 2.2.1. First strategy for this objective.

Strategy 2.2.2. Second strategy for this objective.

Strategy 2.2.3. Third strategy for this objective.

Objective 2.3. Third objective for Goal 2.

Strategy 2.3.1. First strategy for this objective.

Strategy 2.3.2. Second strategy for this objective.

Strategy 2.3.3. Third strategy for this objective.

Assessment Tool(s): First assessment tool.
Second assessment tool.

Goal 3. The third goal.

Objective 3.1. First objective for Goal 3.

Strategy 3.1.1. First strategy for this objective.

Strategy 3.1.2. Second strategy for this objective.

Objective 3.2. Second objective for Goal 3.

Strategy 3.2.1. First strategy for this objective.

Strategy 3.2.2. Second strategy for this objective.

Strategy 3.2.3. Third strategy for this objective.

Assessment Tool(s): First assessment tool.
Second assessment tool.

Goal 4. Continue goals, objectives, strategies and assessment tools as needed.