

AREA PLAN FOR Click or tap here to enter text. YEAR Click or tap here to enter text.

Annual plan – September 15  Mid-year update – December 15  Annual Report - May 1

Submitted: ­­­­­­­­­­­Click or tap to enter a date. Submitted: ­­­­­­­­­­­Click or tap to enter a date.Submitted: ­­­­­­­­­­­Click or tap to enter a date.

**Purpose and Mission**

[(See *Program Purpose and Mission* in Taskstream). Include a brief description of departments/ programs/schools included in your area/division.]

**Program Outcomes**

[Defined in Taskstream – also sometimes called Service Area Outcomes]

**Strategic Directions**

[What are your plans/priorities for the next 2-3 years? (These are identified as *Comprehensive Goals* in Taskstream – can document up to three in the three-year comprehensive Program Review cycle)]

**Annual Goals**

[What 3 to 5 measurable goals are you seeking to accomplish this year? Add progress toward goals in Dec. and May updates.]

**Activities/Strategies**

[What 3 to 5 activities will your area do this year to accomplish your goals? Add progress toward goals in Dec. and May updates.]

**Outcomes and Measures**

[What will be the end result of the activities/strategies? What data will you use to measure progress?]

**Staffing**

[Current staffing and vacancies. Please attach any hiring requests and an approved organizational chart using the template from Business Services.]

**Resources**

[What resources will be needed to accomplish your goals? Provide a brief description; formal budget and hiring requests are submitted annually through Taskstream in alignment with the program review cycle.]

**Student Focus**

[How does the work of your division/area support the student journey?]

**Recruitment and Entry**

**Retention**

**Completion**

**Challenges and Opportunities**

**Accomplishments**