To: Planning Group Head  
From: Office of Institutional Effectiveness  
Date: July 18, 2014  
Re: Annual Institutional Effectiveness Progress Report

It is now time to look back at the work completed for your strategic plan in the 2013-2014 academic year or from July 1, 2013 through June 30, 2014.

- Did you and the units reporting to you make progress towards your stated 2013-2014 strategic directions?
- What does the evidence tell you about what needs to be done to make further progress towards your strategic directions?
- What additional information do you need?
- What additional actions can you take to ensure progress towards your strategic directions?

All of these questions, and more, are yours to ponder and report upon via the Annual Institutional Effectiveness Progress Report.

The Annual Institutional Effectiveness Progress Report is a part of our ongoing commitment to continuous improvement and meets SACS expectations for institutional effectiveness. The report reflects your assessment of progress made on the strategic directions included in your 2011-2015 strategic plan.

Enter and Save In TracDat

To prepare the annual IE progress report, simply enter your results, use of results, and any follow-up from prior planning cycles into TracDat and save the resulting TracDat “Strategic Direction Summary Report” to the “2013-2014 Progress Report” folder under the ‘Documents” tab of your TracDat.

Planning Group instructions to complete the Annual Institutional Effectiveness Progress Report are enclosed. Materials and additional resources are also available at the OIE web site, www.oie.eku.edu/resources, under “Strategic Planning: Progress Report Materials” in the link for 2014-2015 Materials. The OIE web site at www.oie.eku.edu lists training resources to help you in your assessment and planning efforts. Customized and one-on-one assistance are also available upon request.
Your reporting units (if any) have been asked to prepare their *Annual Institutional Effectiveness Progress Report* by October 24th. We are asking that you then prepare your Planning Group’s *Annual Institutional Effectiveness Progress Report*, which is a summary and integration of your reporting units’ progress reports.

**For Your Benefit**

The progress report is for your benefit. Preparing the report provides an opportunity for you and your colleagues to reflect upon your work together, discuss needed changes, and make plans for implementing those changes.

**Review and Provide Feedback**

Please take the time to review your reporting units’ progress reports and provide feedback to them. They have been told to expect any feedback to come from your office. Feedback concerning the progress made, use of results for improvement, the progress report and/or the initial action plan would be beneficial. Your guidance will be invaluable to your direct reports. Their reports will be placed in the “2013-2014 Progress Report” folder in their respective TracDat accounts for your easy access.

**Due Dates**

- **Reporting Unit** *Annual Institutional Effectiveness Progress Reports* should be completed and entered into TracDat no later than **October 24, 2014**.

- **Planning Group** *Annual Institutional Effectiveness Progress Reports* should be completed and entered into TracDat no later than **November 14, 2014**. *Please note that this includes all planning groups.*