To: Reporting Unit 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 action plan in the 2013-2014 academic year or from July 1, 2013 through June 30, 2014.

- Did you make progress towards your stated 2013-2014 action plan objectives?
- What does the evidence tell you about what needs to be done to make further progress towards your objectives?
- What additional information do you need?
- What additional actions can you take to ensure progress towards your objectives?

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 EKU’s ongoing commitment to continuous improvement and meets SACS expectations for institutional effectiveness. The report reflects your assessment of progress made on the objectives included in your 2011-2015 action 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 “Unit Assessment Report-Four Column Closing The Loop” to the “2013-2014 Progress Report” folder under the “Documents” tab of your TracDat.

Reporting Unit 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.
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. Your report will be reviewed by the head of your planning group (e.g., college dean, VP student affairs, VP financial and administrative affairs…). Feedback on your plan, progress, and use of results will be given by your planning group. A planning group representative will view your report in TracDat. The planning group will use your Annual Institutional Effectiveness Progress Report to prepare the planning group report.

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**.