



Annual Report to Council – [non-academic department]

Date: [Click here to select the date](#)

Individual Writing Report: [Click here to type your name](#)

Department Mission

[Click here to type / copy + paste your department's mission.](#)

Section I. Program Goals Set by Director / Manager

Reporting Period: November 1, 2015 to October 31, 2016

Goal 1 (Plan)	Data Collection and Analysis (Do) (Check)	Use of Data for Department Improvement (Act)		
Goal from 2015-2016 Fiscal Year	Outcomes for Goal 1:	Departmental Response to Outcome	Outcome Link to Strategic Plan	Outcome Link to Budget
<p>Click here to type your First Goal.</p>	<p>Click here to describe the data you collected and its relationship with your First Goal.</p> <p>Did your department reach its First Goal?</p>	<p>Click here to type how you used the data from the First Goal to make improvements to your department.</p>	<p>Click here to type how your First Goal is linked to the Strategic Plan.</p>	<p>Click here to type how your First Goal is linked to your department's Budget.</p>

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Goal 2 (Plan)	Data Collection and Analysis (Do) (Check)	Use of Data for Department Improvement (Act)		
Goal from 2015-2016 Fiscal Year	Outcomes for Goal 2:	Departmental Response to Outcome	Outcome Link to	Strategic Plan / Budget
<p><i>Click here to type your <u>Second Goal</u>.</i></p>	<p><i>Click here to describe the data you collected and its relationship with your <u>Second Goal</u>.</i></p> <p><i>Did your department reach its <u>Second Goal</u>?</i></p>	<p><i>Click here to type how you used the data from the <u>Second Goal</u> to make improvements to your department.</i></p>	<p><i>Click here to type how your <u>Second Goal</u> is linked to the <u>Strategic Plan</u>.</i></p>	<p><i>Click here to type how your <u>Second Goal</u> is linked to your department's <u>Budget</u>.</i></p>

Goal 3 (Plan)	Data Collection and Analysis (Do) (Check)	Use of Data for Department Improvement (Act)		
Goal from 2015-2016 Fiscal Year	Outcomes for Goal 3:	Departmental Response to Outcome	Outcome Link to	Strategic Plan / Budget
<p><i>Click here to type your <u>Third Goal</u>.</i></p>	<p><i>Click here to describe the data you collected and its relationship with your <u>Third Goal</u>.</i></p> <p><i>Did your department reach its <u>Third Goal</u>?</i></p>	<p><i>Click here to type how you used the data from the <u>Third Goal</u> to make improvements to your department.</i></p>	<p><i>Click here to type how your <u>Third Goal</u> is linked to the <u>Strategic Plan</u>.</i></p>	<p><i>Click here to type how your <u>Third Goal</u> is linked to your department's <u>Budget</u>.</i></p>

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Goal 4 (Plan)	Data Collection and Analysis (Do) (Check)	Use of Data for Department Improvement (Act)		
Goal from 2015-2016 Fiscal Year	Outcomes for Goal 4:	Departmental Response to Outcome	Outcome Link to	Strategic Plan / Budget
<p><i>Click here to type your Fourth Goal.</i></p>	<p><i>Click here to describe the data you collected and its relationship with your Fourth Goal.</i></p> <p><i>Did your department reach its Fourth Goal?</i></p>	<p><i>Click here to type how you used the data from the Fourth Goal to make improvements to your department.</i></p>	<p><i>Click here to type how your Fourth Goal is linked to the Strategic Plan.</i></p>	<p><i>Click here to type how your Fourth Goal is linked to your department's Budget.</i></p>

Section II: Future Goals, Challenges and Linkage to Budget

Goals for 2017-2018 (Enrollment Projections and Other Goals)	Challenges	Budget for 2016-2017	Link to New Strategic Plan
<p>Goal 1. <i>Click here to type goal 1</i></p> <p>Goal 2. <i>Click here to type goal 2</i></p> <p>Goal 3. <i>Click here to type goal 3</i></p>	<p><i>Click here to describe any challenges related to your goals</i></p>	<p><i>How will your goals and anticipated challenges for the 2017-2018 year translate into dollars?</i></p>	