**Goal Progress Tracker**

**(Name of Plan)**

Colleges have many different active plans in play at the same time, each with their goals and objectives that have to be implemented and evaluated. The purpose of the Goal Progress Tracker is to help the college monitor its progress on these goals on a regular and systematic basis. The tool can be used for any plan at the institution, program or department level. For example, a planning committee can use it to track the goals and objectives of the strategic plan, or a department can use it to track their annual goals. Colleges can customize the headers to fit their needs, and additional columns can be added as needed. The Goal Progress Tracker can also be used to report to the college community, and it provides evidence for accreditation.

|  |  |
| --- | --- |
| **Goal**  state the goal and measurable objective |  |
| **Baseline**  Provide baseline data, if applicable |  |
| **Target**  Provide target |  |
| **Date Due (Term/ Year)**  Provide due dates and include incremental targets if necessary |  |
| **Responsible Parties**  **- Action**  **Monitoring**  Who will be implementing this goal? Who’s responsible for reporting and monitoring progress? |  |

**UPDATES**

(copy table below for additional updates)

|  |  |
| --- | --- |
| **Status** | (click to see drop-down menu)    Select Status |
| **Update Date** |  |
| **Progress on Goals**  Add notes on progress, why target was or was not met, and any future actions to be taken. |  |

**Goal Progress Tracker Example**

**ABC College Strategic Plan 2015-2020**

|  |  |
| --- | --- |
| **Goal**  state the goal and measurable objective | *Strategic Goal 1.1.b -Overall course success rates will increase by 10% in five years.* |
| **Baseline**  Provide baseline data, if applicable | *Average 3-yr (Fall 2013, Fall 2014, Fall 2015) course success rate = 64%* |
| **Target**  Provide target | *74% by Fall 2020* |
| **Date Due (Term/ Year)**  Provide due dates and include incremental targets if necessary | *By Fall 2018 = 70%*  *By Fall 2020 = 74%* |
| **Responsible Parties**  **- Action**  **Monitoring**  Who will be implementing this goal? Who’s responsible for reporting and monitoring progress? | *Institutional Research will report success rates and to Student Success Committee, who is responsible for monitoring* |

**UPDATES**

(copy table below for additional updates)

|  |  |
| --- | --- |
| **Status** | (click to see drop-down menu)   On-going |
| **Update Date** | *5/17/17* |
| **Progress on Goals**  Add notes on progress, why target was or was not met, and any future actions to be taken. | *Fall 2016 course success rate = 65%*  *Nominal progress was made this year, but with a newly revised summer bridge program beginning Summer 2017 and the new guided pathways initiative, we expect to meet our target of 70% by Fall 2018.* |