**Goal Progress Tracker**

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.

Tip: To add an additional row, hit Tab at the last column of the last row.

**Plan:** (specify name of plan)

| **Goal** | **Baseline** | **Target** | **Date Due (Term/ Year)** | **Responsible Parties**  **- Action**  **- Monitoring** | **Status and Date** | **Notes on Progress (include Date)** |
| --- | --- | --- | --- | --- | --- | --- |
| state the goal and measurable objective | Provide baseline data, if applicable | Provide target | Provide due dates and include incremental targets if necessary | Who will be implementing this goal? Who’s responsible for reporting and monitoring progress? | Comments:  Date:  Status:   |  |  | | --- | --- | |  | Met target | |  | Did not meet target | |  | On-going | |  | Deferred | |  | Dropped | |  | Other | | Add notes on progress, why target was or was not met, and any future actions to be taken. |

***EXAMPLE: Plan: ABC College Strategic Plan 2015-2020***

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| --- | --- | --- | --- | --- | --- | --- |
| **Goal** | **Baseline** | **Target** | **Date Due (Term/ Year)** | **Responsible Parties**  **- Action**  **- Monitoring** | **Status** | **Notes on Progress** |
| *Strategic Goal 1.1.b -Overall course success rates will increase by 10% in five years.* | *Fall 2015 course success rate = 64%* | *74% by Fall 2020* | *By Fall 2018 = 70%*  *By Fall 2020 = 74%* | *Institutional Research will report success rates and to Student Success Committee, who is responsible for monitoring* | Comments: *Fall 2016 course success rate = 65%*  Date: 5/17/17  Status:   |  |  | | --- | --- | |  | Met target | |  | Did not meet target | | xx | On-going | |  | Deferred | |  | Dropped | |  | Other | | *5/7/17 - 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.* |