

UNIT PLAN NARRATIVE WORKSHEET

(No more than five pages)

For use by both Academic/Student Affairs and Administrative Units

Unit: _____

I. College/Unit Strategic Plan and Progress Card Evaluation

The first section of your narrative will be an evaluation of your college/unit strategic plan and progress cards. Since assessment of past performance is critical to informed planning, your performance evaluation should provide the context for the new initiatives you propose.

This section of your plan will be a description of the recent accomplishments (such as faculty and staff hiring, new degrees, new co-curriculum programs, course innovations, improvements and learning outcomes, research/scholarship achievements, business process improvements, etc.) of your college/unit.

II. Overview of College Plan and Budget

Provide an overview of the plan, highlighting and summarizing major initiatives in the college/unit and how those will improve key indicators such as enrollment, retention and graduation rates, number of degrees awarded, competitive awards, and philanthropic gifts.

Complete tables identifying goals, summarizing initiatives by providing context, funding sources, prioritizing by goal and across all initiatives.

Operating Budget (*Priority Order/Source of Funding*)

Goal	Initiative Request by Providing Context	Funding Source	Priority by Goal	Overall Priority

HEAF Budget (*Priority Order/Source of Funding*)

Goal	Initiative Request by Providing Context	Funding Source	Priority by Goal	Overall Priority