**ANNUAL PROGRESS REPORT**

**COMMITTEE NAME**

**DIVISION OF STUDENT AFFAIRS**

**Academic Year: XXXX-XXXX**

**Last Revised: XX, XX, XXXX**

**Estimated Percentage of Strategic Plan Initiative(s) Complete:**

**Status of Goals listed on Scope of Work:** *(Place one X per goal):*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Goal Completed and Achieved** | **Action Steps Completed but Goal Not Achieved** | **Partially Completed (estimate percent complete)** |
| **Goal 1:** |  |  |  |
| **Goal 2:** |  |  |  |
| **Goal 3:** |  |  |  |

**Reflection**

* External/contextual factors that impacted our work included…
* Goals were not achieved because…
* While not originally listed on the Scope of Work document, we also accomplished…
* We are most proud of…
* We would like to thank…

**RESULTS** *(add additional rows as needed)*

**Goal 1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please list action steps from the Scope of Work document** | **When was the step completed?** | **What/where are the results? (List any ACTUAL deliverables, metrics, targets, or data sources)** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Goal 2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please list action steps from the Scope of Work document** | **When was the step completed?** | **What/where are the results? (List any ACTUAL deliverables, metrics, targets, or data sources)** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Goal 3: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please list action steps from the Scope of Work document** | **When was the step completed?** | **What/where are the results? (List any ACTUAL deliverables, metrics, targets, or data sources)** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Parking Lot for Future Years:**

* **X**
* **Y**