

## Reflection and Progress Updates Examples Handout

This handout is designed to provide guidance in responding to the annual planning template. The annual planning cycle can become a little confusing when realizing that activities and goals identified in the fall term are meant to be implemented in the following academic year. The cycle is set up in this way to inform budgeting priorities in the following fiscal year. However, this can create a situation wherein following up on activities is confusing. For example, activities that do not require resources can be started, and even completed, before the next cycle of planning begins, whereas activities requiring resources may need to wait until the next fiscal year to be started.

The following situations have been identified as plausible circumstances you will find when answering Question B in the Reflection and Progress Updates section of each goal in the planning template:

**Describe any progress made on the goal noted in last year's plan.**

The follow-up questions in each scenario provide guidance on how to respond to the above question. This is not an exhaustive list, nor a requirement, but an exemplification of how one might respond.

**Scenario 1: The activity identified in last year's plan to move forward the goal did not require additional fiscal resources.**

If an activity listed in the previous year's plan to move forward the goal did not require fiscal resources, or the fiscal resources were available in the given year, then it is important to describe progress on the goal. When will the goal be completed? Is implementation going according to plan or have you encountered unexpected complications?

If the goal has already been met, reflect on the outcomes. For example, if it was an event (e.g. Science Night) that was held to meet the goal, was the turnout, structure, and experience as expected?

If the goal has not been started, delineate the plan for initiating and completing the goal and any associated activities.

**Scenario 2: The activity identified to move forward the goal required additional fiscal resources and it has been confirmed you will be getting those resources this year.**

Make it clear in your responses that funding has been obtained and that the activity will be implemented in the current year to move forward the goal. Since this was technically an activity with the previous year's plan, it may be prudent to include an additional activity for the current year's plan to move forward the goal.

**Scenario 3: The activity identified to move forward the goal required additional fiscal resources and the college has not approved funding for the activity at this time.**

It is okay to include this activity in your plan again, however, it is important to understand that the planning process is intended to focus on continuous improvement. Consider identifying another activity that will likely lead to improvements in the data that does not require additional fiscal resources, or requires fewer fiscal resources. Consider discussing needs with faculty in your department or your school dean in order to generate additional ideas that align with institutional priorities.