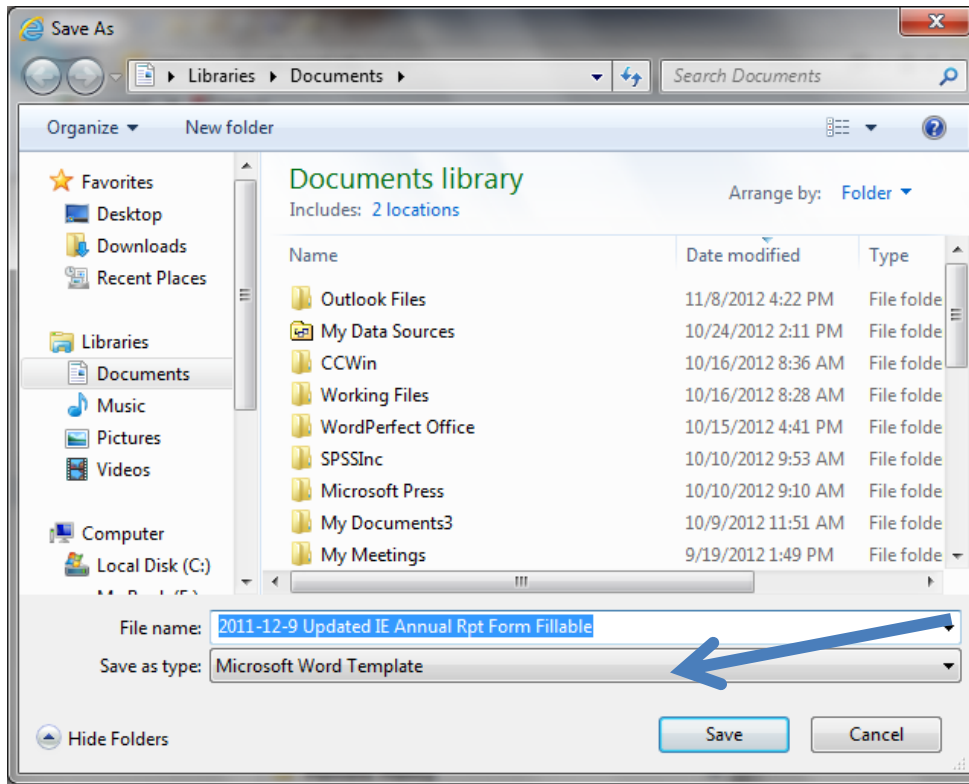


Instructions for Downloading and Completing New I.E. Annual Report Format

Part I: Downloading the File

Right-click on the file name attached to your email and save as a template.

Be sure to save it in a location where you can find it.



Locate the template in the file where you saved it.

Double click to use the template – the document name at the top of the screen should say Document #___. (NOTE: If it uses the name of the template, please save as a document file with another name)

Part II: Completing the Form

Begin at the top of the form. Click in each response area and either make a selection or enter your information.

Each department (or other unit) should complete two forms: (1) An update of your 2012-2013 Plan; (2) A new plan for 2013-2014, including new budget requests.

1. 2012-2013 Plan: You may cut and paste your purpose statement and outcomes from your current plan. The outcomes (column 3 of the old operating plan format; column 1 for

instructional units) become column 1 in the new plan. Put each outcome in a separate row. Clearly identify how you will measure success (Assessment Tool) in column 2 and the target (Criteria for Success) in column 3. **YOU WILL NOT COMPLETE COLUMNS 4 OR 5 AT THIS TIME.** Also, skip the “Summary Conclusions” and “Initiatives...” after the table. Enter the date that you completed the plan at the bottom and submit by email attachment to:

ie@oakwood.edu

2. 2013-2014 Plan: Complete the top portions of the form as previously stated. Determine new outcomes and budget needs for 2013-2014 and enter them in column 1 of the table. Complete the table and form as stated above in item 1.

Your completed plans are due to the Office of Institutional Effectiveness by **November 30, 2012.**