

NORTHEAST COLLEGE – ACTION PLAN WORK SHEET

Issue description – Choose one issue that you hope to address in the next 12 months.

Data that describe the issue:

Communication – How will you disseminate data about student learning and experiences related to the issue described above at your institution?

Goal – Identify an achievable goal that helps address the issue.

Key activities – Identify three activities required to meet the goal, one of which can be implemented in each of the following time frames: the next month, the next 3–6 months, and the next year.

Activity 1 (next month):

Activity 2 (3–6 months):

Activity 3 (next year):

Activity 1 – Detailed Plan

Do you need any additional data to implement this activity?

Action required – Describe the specific actions required to implement this activity.

a. Action(s):

b. Measures of success:

c. Possible barriers to success:

d. Time line: 1 month 3–6 months 6–12 months

Resources needed – Approximately how much of the \$5,000 “first-response budget” will you use for this activity? Will you need additional *nonfinancial* resources for implementation?

Communication – How will the purpose and results of this activity be communicated? What constituencies will be the target of these communication efforts?

Activity 2 – Detailed Plan

Do you need any additional data to implement this activity?

Action required – Describe the specific actions required to implement this activity.

a. Action(s):

b. Measures of success:

c. Possible barriers to success:

d. Time line: 1 month 3–6 months 6–12 months

Resources needed – Approximately how much of the \$5,000 “first-response budget” will you use for this activity? Will you need additional *nonfinancial* resources for implementation?

Communication – How will the purpose and results of this activity be communicated? What constituencies will be the target of these communication efforts?

Activity 3 – Detailed Plan

Do you need any additional data to implement this activity?

Action required – Describe the specific actions required to implement this activity.

a. Action(s):

b. Measures of success:

c. Possible barriers to success:

d. Time line: 1 month 3–6 months 6–12 months

Resources needed – Approximately how much of the \$5,000 “first-response budget” will you use for this activity? Will you need additional *nonfinancial* resources for implementation?

Communication – How will the purpose and results of this activity be communicated? What constituencies will be the target of these communication efforts?