The Seven Parts of an Institutional Effectiveness Plan (IE Plan) – The IE Plan Cycle in WEAVE

Part I – Entered at the beginning of the IE Plan Cycle

1. **Goals** – A broad statement about desired ends. Goals should relate to both the planning unit's mission and the College's mission.

2. **Outcomes/Objectives** – An active-verb description of a specific point or task the planning unit will accomplish or reach. Outcomes/objectives should be associated with applicable goals, strategic plans, HLC standards, and institutional priorities.

3. **Measures** – The method used to gauge achievement of expected results. Measures are statements of evidence that can be used to verify whether the outcome/objective has been met.

4. **Targets** - Targets are the thresholds that the measures must meet to determine whether the planning unit has been successful in meeting its specified outcomes/objectives.

Part II – Entered at the end of the IE Plan Cycle

5. **Findings** – Outcomes or results for comparison of actual vs. expected achievement level. The findings for each goal should include a rigorous and detailed analysis of the results, as well as lessons learned for purposes of continuous improvement.

6. **Action Plans** – An activity sequence designed to help the planning unit better accomplish its intended outcomes/objectives. Action plans should describe the intended use of results in order to improve operations, regardless of whether the target was met.

7. **Supporting Documentation** – Any evidence that supports the planning unit’s success (or lack thereof) in achieving a target. May include survey results, IIR data, reports, presentations, etc.

**NOTE:** To learn how IE Plans are assessed, please see Institutional Effectiveness Plan Evaluation Rubrics document.