The department prepares an Action Plan based on the self-study report, the outside review report, internal responses, and discussions with the provost. The format and content of the Action Plan is described below and should be followed by the department. It is reviewed by the internal review group and submitted to the EPC in advance of the department’s meeting with the EPC. The Action Plan should be created with explicit reference to the College’s Strategic Plan. By clearly attaching its needs and priorities to the College’s goals, departments give themselves their best opportunity to have needs met. Significant revisions to the Action Plan should be a matter of discussion with the provost.

**Focus: The Action Plan**

**Topic: SWOT Analysis**

*Focus Questions:* Based on your department assessment, summarize the
- strengths,
- weaknesses,
- opportunities and
- threats to your program.

**Topic: Developing Objectives and Timelines**

*Focus Concerns:* Explain in detail the actions the department will implement in the next five years (by year) to strengthen departmental programs and student learning. While identifying objectives, keep asking, “Are we sure we can do this?” Are these plans congruent with the college strategic plan, and do we have reasonable expectation of administrative backing for them? Remember that objectives and timelines are only guidelines and are not set in stone. They can be revised, but revisions should be justified during annual budget review and reporting processes.

*Format:* Please use the following example format for your action plan.

<table>
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<td>Objectives are specific, measurable results produced while implementing strategies.</td>
<td>Objectives clearly contribute to specific priorities cited from the current Strategic Plan.</td>
<td>Who’s going to accomplish that objective?</td>
<td>When is the implementer going to accomplish that objective?</td>
<td>What assistance will the department require from the college resources to implement this objective?</td>
<td>How will you know you’re successful in achieving the objective?</td>
</tr>
</tbody>
</table>

*Note:* This topical section on Objectives and Timelines was adapted from the Free Management Library at [http://www.managementhelp.org/plan_dec/str_plan/actions.htm](http://www.managementhelp.org/plan_dec/str_plan/actions.htm).