# Enrollment Support template in Planning

Dear Enrollment Support program representatives,

The sample table of contents shows entries for one of two required projects and includes the following items:
1 mission statement
1 improvement project description
3 project milestones
1 projects assessment summaryAs we start the AY22-23 assessment cycle in September, I want to thank you for your feedback leading to the creation of a revised assessment plan reporting structure. The key sections of the new ***Assessment Plan – Enrollment Support Programs*** in Planning fall under four “templates” with the annual reporting requirements noted in parentheses:

1. Mission statement (1 per program)
2. Improvement Project Description (2 per program)
3. Milestone (at least 2 per project/minimum of 4 total)
4. Project Assessment Summary (1 per project/2 total)

Please note that I cannot automatically copy last year’s information into the new templates, so you will need to copy/paste that information manually. To facilitate that process, I will be sending you an export of your AY21-22 entries in a separate message.

I will also send you an invitation for a training workshop in September to walk through how to set up the new assessment plan and quickly transfer information from your export into the new templates.

Thanks for your time.

Cathy

# Enrollment Support programs:

Figure 1. Sample table of contents with one of two required projects shown

1. Admissions
2. Financial Aid
3. New Student Orientation
4. OISS
5. Registrar
6. Satellite Campuses
7. Study Abroad
8. Student Services Center
9. Testing, Evaluation, and Research Services
10. Transfer Student Success Center

# Permissions Note

To get permissions in Planning to access a program’s assessment plan, please send the individual’s full name, AccessID, and desired access level (read/edit or read only) to [c.barrette@wayne.edu](mailto:c.barrette@wayne.edu).

# Template: Mission Statement

(*What is your program’s mission?* 1 required per year)

## Title

*Replace the default text with “Mission: [Your Program]”*

## Number identifier

*Enter 0 to sort you mission statement to the top of reports for your program.*

## Mission Statement

## *The mission statement is a brief description of the program’s or office’s:*

*Purpose - Why the program exists; Offerings– What services or supports the program offers; Target audience/Stakeholders – Who benefits from the program*

# Template: Improvement Project Description

(*What is the goal of your project and what evidence/data motivated it? How does it align with WSU’s strategic plan?* 2 required per year)

## Project Title

*Replace the default text with "Project:" followed by a short (keyword) title for this project (e.g., Project: Electronic Transcripts").*

## Project Code (Number Identifier)

*Enter a SHORT code for this project (e.g., P1). You'll use the same code to mark every item related to this project so that you can group them together in your table of contents and in reports.*

## Project Goal(s)

*Briefly explain how your operations or services will be better after completing this project.*

## WSU Strategic Plan Alignment

*Which strategic focus area(s) of the WSU Strategic Plan does this project support? (Select all that apply.)*

1. Research and Discovery: An unrelenting quest

2. Teaching, Learning and Student Success: The heart of our university

3. Outreach and Engagement: Our inextricable ties with our community

4. Diversity, Equity, and Inclusion: Our unwavering commitment

5. Financial Sustainability and Operational Excellence: The necessary foundation for our mission

## Evidence Motivating this Project

*What quantitative or qualitative evidence/data informed your program's decision to undertake this project? Briefly explain what your evidence/data source is and what information it provided.*

+File (attachments allowed)

# Template: Project Milestone

*What are the key milestones or benchmarks that will indicate progress on your project?* At least 2 required per project, at least 4 total per year

**Use the RELATED feature in Planning to link Project Milestones to the Project Description.**

## Project Milestone

*Replace the default text with “Milestone:” followed by one or more keywords to identify one milestone toward completion of this project. Add a number after “Milestone” if you want to order them. You will have a box below to describe the milestone. Create a separate Project Milestone item for each additional milestone.*

## Project Code

## *Enter the code for this project that you created under your Improvement Project Description. The code allows you to group items related to a single project together in your table of contents and in reports.*

## Milestone Description

*Provide a brief description of the milestone.*

## Target Completion Date

Enter a date by which you expect to achieve this milestone.

*mm/dd/yyyy*

## Milestone Status

(Pulldown menu options:

* Not Started
* In Progress
* Completed)

## Template: Project Assessment Summary

*What data indicates you whether your solution/changes had the desired impact?* 1 required per project, 2 total per year

**Use the RELATED feature in Planning to link your Project Assessment Summary to the Project Description.**

## Project Assessment Summary

Type "Asmt:" followed by the title of the project (e.g., "Asmt: Electronic Transcripts").

## Project Code

## *Enter the code for this project that you created under your Improvement Project Description. The code allows you to group items related to a single project together in your table of contents and in reports.*

## Evidence/Data

Describe the data you used to determine whether your solution/changes had the desired impact. In what ways were your efforts (un)successful at achieving the project’s goals? (Attach supporting de-identified data or other documents as appropriate.)

+File (attachments allowed)

HLC (Accreditation) Alignment

Do you suggest including this project report in the WSU accreditation report to the Higher Learning Commission?? (See criteria details at <https://www.hlcommission.org/Policies/criteria-and-core-components.html>)

(Pulldown menu options:

* No
  + Yes, for 1. Mission: The institution’s mission guides the institution’s operations.
  + Yes, for 2. Integrity: Ethical and Responsible Conduct
  + Yes, for 3. Teaching and Learning: Quality, Resources, and Support
  + Yes, for 4. Teaching and Learning: Evaluation and Improvement
  + Yes, for 5. Institutional Effectiveness, Resources, and Planning)