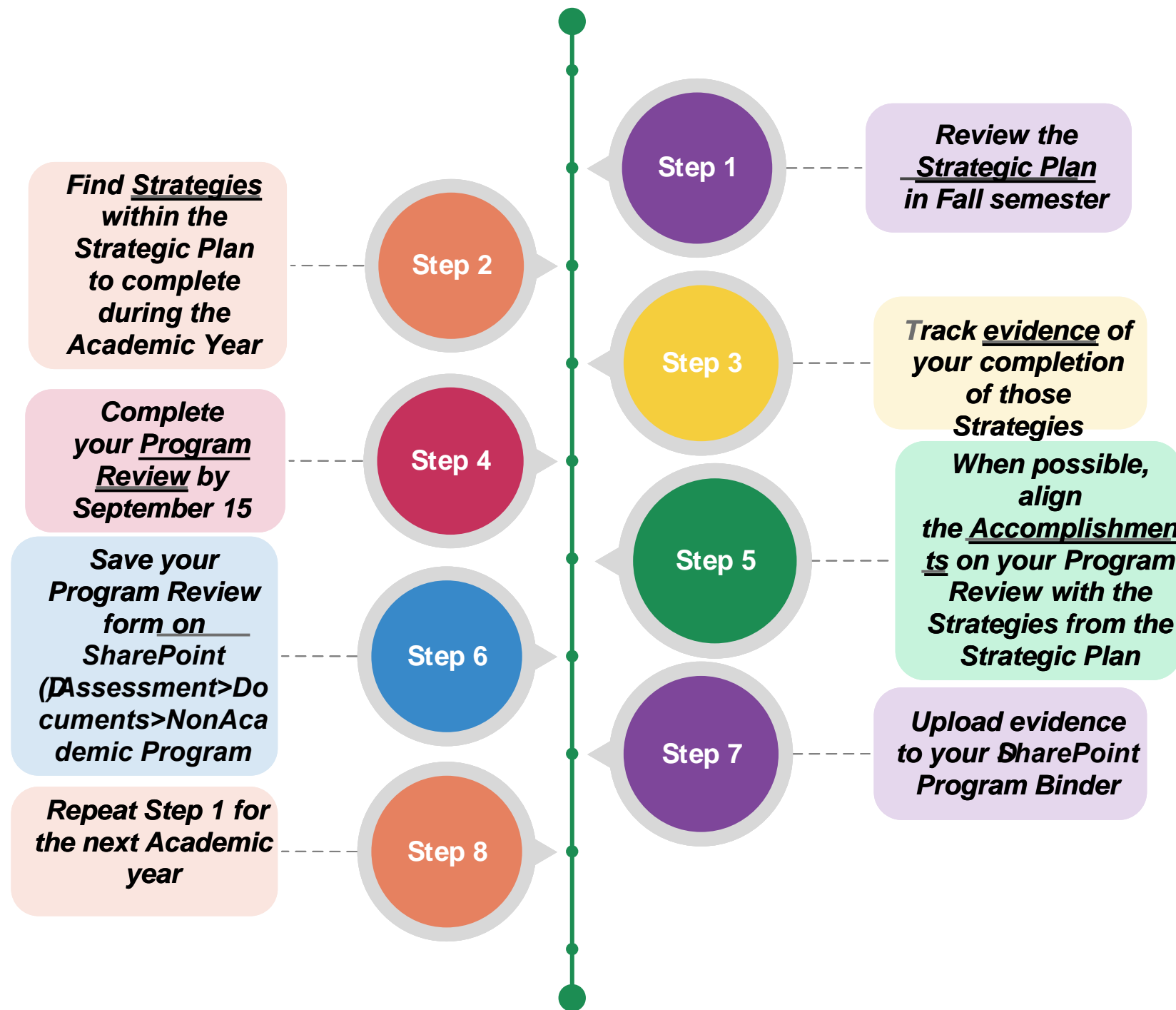


# Writing Accomplishments for Program Review



## **UA Rich Mountain Strategic Plan Overview**

1. The Strategic Plan provides guidance for decisions that carry out the College's mission, vision, and values.
2. Every five years, the College reviews and updates its Strategic Plan.
3. Employees can find a copy of the Strategic Plan on Dstor HLC 2025 Resource Room > Assessment > Strategic Plan & Accomplishments > Master Spreadsheet, as well as at the end of this document.
4. The Plan includes five overarching goal statements that align with the Higher Learning Commission's five assessment criteria.
5. As you read each of the five goals, you will find a list of strategies contributed by members of the college community.
6. For example, here is Goal 1 with its strategies.
7. Since the Strategic Plan is not a fixed document, additional strategies, which reflect further opportunities for institutional growth, may be incorporated over the life of the Plan.
8. Consult with the Assessment Committee for more information on how to submit additional strategies which address departmental or division needs.
9. Since the Strategic Plan affects the entire institution, employees should become familiar with the five Strategic Plan goals which will guide the college through a five-year cycle of improvement.

## Terminology for Accomplishment Statements

### Definitions

1. The **Strategic Plan** is an institutional document that guides decisions associated with the College's mission, vision, and values.
2. The **Accomplishment statements**, submitted collectively by departments and divisions on the Program Review report, document institutional progress regarding the Strategic Plan.
3. **Departments** refer to non-academic units of the College which are led by designated Directors or Vice Chancellors.

**Divisions** refer to academic units headed by appointed division chairpersons under the supervision of the Vice Chancellor of Academic Affairs (VCAA).

4. **Accomplishments are unique activities, not typical job duties.** An accomplishment is an action in response to a documented program review need, *or* a strategic activity which furthers institutional effectiveness.

\*If the activity is something that routinely happens each semester or that is happening at most colleges, then it is *not* considered to be *strategic*. Therefore, departments should only report unique, strategic accomplishments that occur outside typical job duties.