**Institutional Effectiveness Report: Governance Council Format**

Each institutional planning group or function will submit an annual report to the Institutional Effectiveness Committee summarizing their outcomes and performance measures; progress toward achieving established outcomes; areas of focus for the coming year(s); and suggestions for continued improvement of collegewide institutional effectiveness systems and structures.

**Reports are due to the Institutional Effectiveness Committee by December 14, 2018**

Email completed reports to InstitutionalEffectiveness@lanecc.edu

Please limit the narrative section of your report to five pages

Submitted by:

Representing:

Date:

**Section 1: Progress Report**

*Please report on the progress you have made toward established goals, objectives and outcomes specified in your work plan.*

*Your report should:*

* *Be organized around key goals and strategies and provide a brief narrative on progress made over the past year(s)*
* *Keep to high-level points and major milestones*
* *Include or reference additional evidence to support your assessment*
* *Acknowledge and comment on setbacks and/or adjustments that have been made*

**Section 2: Looking Ahead**

*After reviewing and discussing college* [*core theme objectives*](https://www.lanecc.edu/planning/core-themes) *and* [*strategic directions*](https://www.lanecc.edu/planning/strategic-directions)*, identify your areas of focus and goals for the coming academic year(s); these can be continuation of multi-year work and/or new initiatives.*

**Section 3: Ideas for Institutional Effectiveness Systems and Structures**

*Identify any ideas you have for improving institutional planning and improvement systems and structures in support of governance and institutional effectiveness.*