Program Summary

**Task Force:** Thank you for the work that went into this report. Through the USAP process, we are working to create at IPFW a culture of continuous improvement, and we think that setting specific and measurable goals is an important part of getting individuals and units at IPFW to think differently about planning and the future. Your plan shows a clear sense of your mission to help students and solid ideas for improving the success of the students who use your services; for the next USAP report, as you update us on progress toward your goals, we urge you to refine these plans to make them ever more concrete and measurable.

**Criterion:** #1: Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)

**Question:** Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)

The mission of the Center for Women and Returning Adults is to advise, advocate and troubleshoot for all students who seek our services. Many are non-traditional students, a majority of them women. Most non-traditional students – and many traditional age students - are juggling other responsibilities besides their studies, including child-rearing, work, and caring for elderly relatives.

When we can help overwhelmed students gain access to university and community services and weather personal and financial crises, we help them stay in school, and earn the degrees they seek. We also serve as a non-threatening first stop for new or returning adult students, many of whom are first generation students – helping them figure out how the university operates and how to become acclimatized to university life.

CWRA is also the administrative home of a number of programs designed to serve the needs of diverse student groups, with the goal of helping them become integrated into the campus community. (See program accomplishments below.)

**Criterion:** #2: Accomplishments - Please list significant accomplishments from the last three years as they align with Plan 2020 goals

**Question:** I. Foster Student Success - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area I: Foster student success.
Since, January 2011, the CWRA coordinator has provided individual advice and advocacy services to nearly 400 individual students, helping them solve problems that affect their ability to focus on academic work.

• CWRA is home to the Zielinski Angel Fund, which helps students weather financial emergencies that threaten their ability to stay in school. CWRA also organizes the Angel Fund Online Auction annually to raise money for the fund, which is not self-supporting.

• The Students with Families program – and the new Students with Families Movie Night – continues to draw nearly a thousand people annually to programs for students and their immediate families, helping them feel more connected to the campus community.

• CWRA is home to the IPFW chapter of the Omicron-Psi National Honor Society for non-traditional students, with more than 700 alumni members. (The national society is currently undergoing a transition to become an IPFW-based program. See “Goals.”)

• CWRA organizes Flying START, a fall semester welcome celebration for incoming non-traditional and transfer students while providing them with useful information and resources.

• With a grant from the IU Foundation’s Women’s Philanthropy Council, CWRA launched “Being First” in August 2014, with a goal of providing support and community to beginning First Generation students.

**Question:** II. Creation of Knowledge - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area II: Promote the Creation, Integration, and Application of Knowledge.

• With a grant from the Avon Foundation, the CWRA coordinator, a student writer/actor, and a faculty member from the Department of Theater collaborated to film a video on sexual assault prevention and the use of bystander intervention techniques to prevent sexual assault.

• Safe Zone at IPFW workshops help faculty and staff provide affirmation and support to LGBTQ students, faculty and staff. Currently, nearly 200 faculty and staff members are Safe Zone “graduates.”

• The Safe Zone for Students program helps students understand the challenges faced by their LGBTQ classmates, friends, and family members, and teaches them to be better allies.

• The Sexual Assault Prevention Project organizes workshops, events and other programs to help students prevent sexual assault on and off campus.

• The Empowerment Program is a series of workshops, panel discussions, and other events organized around a specific theme. Past series have included: the role of mass media in society and women in the U.S. economy.

• Representing Safe Zone at IPFW, the coordinator is a founding member of the Northeast Indiana LGBTQ Coalition, a consortium of non-profit agencies and institutions that provide information, resources and advocacy in support of the LGBTQ community.

• The coordinator was a member of organizing committee for “Queer Health on Campus,” a national conference held at IPFW in February 2014.

• The coordinator is a member of the Women’s Studies Co-Curricular Committee, which is charged with planning and executing programs and events during Women’s History Month.

**Question:** III. Regional Hub - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area III: Serve as a Regional Intellectual, Cultural, and Economic Hub for Global Competitiveness.

**Question:** IV. - Create a Stronger Univ - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area IV: Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization.
**Question:** Other Accomplishments - Please list any other significant accomplishments from the last three years that do not align with Plan 2020.

**Criterion:** #3: Accreditations - Program specific accreditation and status

**Question:** Accreditations - What program-specific accreditations and status do you have, if any?

NA

**Question:** Constraints/Benefits - How do these accreditations constrain or benefit the work of your unit, if applicable?

NA

**Criterion:** #4: Laws and Mandates - Federal and state laws or mandates that your unit addresses

**Question:** Federal and State Laws - What federal and/or state laws or mandates do you address, if any?

NA

**Question:** Constraints/Benefits - How do these federal and state laws or mandates constrain or benefit the work of your unit?

NA

**Criterion:** #5: Inefficiencies - Activities that you spend resources on inefficiently or in ways that do not support the mission.

**Question:** Inefficient use of resources - On what activities, if any, do you spend resources (money, time, people, etc.) inefficiently or in ways that do not support the mission of your unit or the university? List as many as apply.

None.

**Criterion:** #6: IR and Budget Review - Review of your department profile and budget

**Question:**
Contextualize IR data - Upon review of your IR Department Profile (for academic units) and FY 14-15 Budget information, are there any data you want to correct or contextualize? To view your profile or budget visit the Office of Institutional Effectiveness website: http://www.ipfw.edu/offices/ir/profiles/

No.

**Criterion:** #7: Goal One - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**

1. Comment on the specificity of the goal:

   Provides a plan for a clear goal. There are several discrete action steps required to accomplish goal; making these more detailed (the specifics of "working with" various entities) will lead you to metrics that are tied to the achievement of the goal rather than the impact of the goal (see comments below under "measures").

2. Comment on the goal's measures:

   **SUGGESTION:** The metrics described here measure the impact of completing the goal, not the actual completion of the goal. Creating metrics that tie to completion of the specific action steps would be the way to demonstrate completion of this goal, and this would lead, presumably, to a new goal in the next USAP report related to measuring/assessing the impact of the name change.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

   Meeting the goal of doing and publicizing the name changes seems quite achievable on the timeline mentioned. Achieving the implied goal (implied by the metrics) of a measurable change in the population of students reached by your programs would require collecting baseline data and setting targets for changes in student populations served.

4. Comment on the goal's relevance:

   Goal seems relevant to university plan in that it would suggest to students a more inclusive organization for student assistance.

5. Comment on the timeline of the goal:

   **SUGGESTION:** Good, though see comments above on how this goal as written conflates the immediate goal (name change) with the implied goal (assessing impact of name change) – clarifying and distinguishing these two goals in the next USAP report will be helpful.

   Possible opportunities for collaboration or suggestions for addressing a gap:

   Presumably CWRA will continue to have the same collaborations with other organizations in ODMA that they currently have.

**Question:** Unit Goal - What is your unit goal?
Rename and rebrand CWRA as the “Student Advocacy Center,” to better align our identity with what we actually do: providing individual advice, advocacy and troubleshooting services to all students who seek them, with outreach efforts focused on diverse populations that are most at risk of dropping out of school – students of color, LGBT students, First Generation students, non-traditional students and Caucasian males.

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

I.D.2 Embrace a definition of diversity which includes a broader array of human differences.
I.M.1 Retention and graduation rate
I.M.4 A more diverse campus

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

- Work with SAEM business manager to develop a name-change plan for university business/accounting functions.
- Work with Printing Services designer to develop a branding plan for brochures, webpage, etc.
- Work with university’s social media manager to publicize the name change, and make students aware of programs and services offered, with special attention to at-risk student groups.
- Develop a plan to reach out to faculty and staff, using the opportunity to introduce the center to those faculty/staff who don’t know about it, and urge them to refer students.

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

We will compare the demographic characteristics of students who receive individual services at the SAC with those who used the services of CWRA, to determine if the name change facilitates better usage of our services, especially among at-risk students.

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

Yes.

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

NA

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?
Question: Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

Much of the work will be done during the summer of 2015, with a target launch date of August, 2015.

Criterion: #8: Goal Two - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

Task Force: 1. Comment on the specificity of the goal:

Good. See comment in Part I about the possibility of assessing student learning for programs you offer that have a teaching/learning component.

2. Comment on the goal's measures:

The metric implies using the database to assess effectiveness, whereas the stated goal is about creating the database/instrument. Modifying the goal to match the metric (i.e., what you really want to do, the unarticulated larger goal of assessing your program’s effectiveness) is recommended (but then modifying the metric may also be necessary in response).

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

Achievable with current resources

4. Comment on the goal's relevance:

SUGGESTION: Because a lot of units within SAEM are collecting/tracking/analyzing this type of data with Symplicity, it would be desirable to work with other units to create uniform procedures and, where possible, to share effort rather than duplicating effort. Streamlining the process of database creation and management to the extent possible would allow units, including CWRA, to focus on their areas of expertise.

5. Comment on the timeline of the goal:

SUGGESTION: Goal as written (create database) to be accomplished soon. Consider creating a longer-term goal for the next report related to assessment of program effectiveness (implied goal based on the metric).

Possible opportunities for collaboration or suggestions for addressing a gap:

See above under “relevance.”

Question: Unit Goal - What is your unit goal?

Develop a non-intrusive instrument to better assess the effectiveness of services provided to individual students at the Student Advocacy Center.
**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

I.M.I Retention and graduation rate
I.M.4 A more diverse campus

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

- Develop a SAC student/client database that would allow us to track student success, using such measurements as persistence, GPA, graduation rates, compared to students within the same demographic who have not used SAC services.

- Work closely with IT services to ensure that the database information is stored securely and remains confidential.

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

The database itself will allow the SAC staff to determine if individual services help students reach their educational goals over the long term, and whether our outreach efforts are successful.

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

Yes.

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

NA

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

None anticipated.

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

The database would be developed during the summer of 2015, and be ready for use in August 2015 for the beginning of Fall Semester 2015.
**Criterion:** #9: Goal Three - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:** 1. Comment on the specificity of the goal:

   The action steps suggest a plan that is in the very beginning stages, because there are a lot of unknowns, ranging from who the partners would be to where the funding would come from to specifics of the women’s center.

2. Comment on the goal's measures:

   The metrics suggest a plan that is in the very beginning stages, because the metric provided involves making a timeline to use to assess progress. Given that such a timeline hasn’t been developed yet, it will be difficult to demonstrate progress toward this goal in the next USAP report.

3. Comment on the unit’s ability to achieve the goal (include a consideration of the departmental profile and budget data):

   The goal as written does not clarify how this project can realistically be achieved by Fall 2016. Completion of the project depends on funding from external sources, so the achievability of this goal will become clearer when there is more information about the possibility of funding partnerships.

4. Comment on the goal’s relevance:

   A women’s center could provide an opportunity for a number of units on campus to partner with each other and with funding sources outside the university to contribute to the university’s overall plan, but this plan needs a lot more development.

5. Comment on the timeline of the goal:

   Because there is so much uncertainty in the goal about partners, funding, and space and no clear timeline, the target date for opening the center provided (Fall 2016) seems arbitrary. Having checkpoints in the timeline for when to accomplish particular action steps would make the timeline seem more certain.

Possible opportunities for collaboration or suggestions for addressing a gap:

**QUESTION:** The plan depends on collaboration and partnerships, but you do not mention possible partners for this project other than Women’s Studies (the goal refers to “other interested campus groups or departments”). Can you provide more information for the next report?

**Question:** Unit Goal - What is your unit goal?

Partner with Women’s Studies and/or other interested campus groups or departments to seek grant funding to establish and staff a women’s center that would advocate for the social, political, and economic interests of IPFW’s women students, faculty and staff.

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.
I.D.2 Embrace a definition of diversity which includes a broader array of human differences.

I.M.5 Signature programs

III.B Provide access to outstanding intellectual programming.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

Medium

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

- Establish partnerships with other units to develop a plan for the center: including the mission, governance, financial support, space, community outreach, opportunities for student internships, student research positions, etc.
- Join with partners to seek outside multi-year grant funding from private sources.
- Work with the partners to secure space, hire staff and student interns, administer grant, etc.

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

We will develop a realistic timeline for tasks related to establishing the center, and assess our progress based on adherence to the timeline.

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

No.

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

- Establishment of the center would require multi-year private grant funding, which the partners would commit to seeking.
- Over the long-term, we would partner with the university’s Development division to seek long-term sponsorship of the center.

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

Because physical space on campus is scarce, we would anticipate that securing center space will be a challenge – either within the ODMA office or elsewhere on campus.

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?
We would hope to have the center up and running by the beginning of Fall 2016.

**Criterion:** #10: Goal Four - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:** 1. Comment on the specificity of the goal:

*SUGGESTION:* The action steps could be considered as three more specific goals in themselves: develop procedures and collaborations to improve outreach, increase numbers of students served by the program, continue to develop and improve the program based on feedback from students served. It is not necessary to break these out into separate USAP goals, but recognizing that each one is big enough to be its own goal means creating more specific action steps for each; for example, an action step here is to improve your outreach to First Generation students, but in itself, that requires a plan and action steps for how to identify the students you need to reach (you mention identifying students as a problem under “challenges”).

2. Comment on the goal's measures:

*QUESTION:* Think about specific targets: by May you hope to reach 40 students. How many students are you reaching now, and how many do you want to reach in the future?

*The metrics provided do not measure accomplishment of all of the action steps. The metrics provided focus on increasing the number of students served and tracking their progress, but you will also want to track progress on the other action steps you identify (that is, those related to partnerships with other units and to program improvement).*

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

*Ability to achieve the goal is dependent on receiving a continuation of the funding currently provided by a grant.*

4. Comment on the goal’s relevance:

*Relevant to the unit’s own mission and to the university’s mission; the goal has the potential to help with our retention rates.*

5. Comment on the timeline of the goal:

*No timeline provided*

Possible opportunities for collaboration or suggestions for addressing a gap:

*QUESTION:* Is collaboration with other student support units, such as TRiO, possible?

**Question:** Unit Goal - What is your unit goal?

Continue to build and refine Being First, our grant-funded outreach program for First Generation students at IPFW, and work to identify and strengthen partnerships with other departments and programs that serve First Generation students.
**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

I.D.2 Embrace a definition of diversity which includes a broader array of human differences.

I.M.1 Retention and graduation rate

I.M.4 A more diverse campus

I.O.5a Three to five signature programs resourced and developed

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

- Consult with other professional staff to improve our outreach campaign to First Generation students.
- Continue to increase the number of students using our programs and services, with improved outreach to incoming First Generation students.
- Conduct informal interviews with our students to determine what additional kinds of assistance they need.
- Consult with IT Services to expand and enhance our web presence, with videos, Skype tutoring, etc.

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

- By May 2015, we plan to have at least 40 students attending our programs and study group sessions regularly.
- We will track our students, using persistence, credit hour completion, and GPA data, and compare with First Generation student who don’t use our programs to assess program effectiveness.
- We will administer formal surveys to students who use our programs to determine their comfort level with student life and academic demands.

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

No.

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

We will seek a second year of funding from the IU Foundation’s Women’s Philanthropy Council.
Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

Our only significant challenge has been, and continues to be the difficulty in reaching our target students. Although we’re slowly gaining traction, we anticipate that outreach will continue to be a challenge to our program.

Question: Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

NA

Criterion: #11: Goal Five - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

Task Force: 1. Comment on the specificity of the goal:

Specific action steps involved in accomplishing this goal are provided.

2. Comment on the goal's measures:

The only information provided on metrics involves making a timeline to use to assess progress.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

The lack of a clear timeline and metrics makes the achievability of the project uncertain.

4. Comment on the goal’s relevance:

SUGGESTION: It would be good to have more information about how this project ties in to the Plan 2020 goals identified. More information about the numbers of students who have been involved in this organization, numbers at the national level, selection criteria, or other ways of demonstrating the importance of this program to IPFW would be helpful in contextualizing it.

5. Comment on the timeline of the goal:

Because there are so many action steps, more timeline checkpoints on the steps of the goal would be helpful.

Possible opportunities for collaboration or suggestions for addressing a gap:

Question: Unit Goal - What is your unit goal?

Reinvent the Omicron Psi National Honor Society for non-traditional students as an IPFW-based program, after the founders announced its closing in June 2014.

Question:
IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

I.D.2 Embrace a definition of diversity which includes a broader array of human differences.

I.M.5 Signature programs

**Question**: Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High.

**Question**: Actions - What action(s) does your unit plan to take to support this unit goal?

- We will obtain legal permission to adopt the society’s name, logo, website information, etc. from the founders. (The founders have said that they are willing to give them to IPFW without cost.)
- We will develop a plan for bringing the society to IPFW, including developing a website, establishing a record-keeping system, finding a supplier for the honor cords and pins, and establishing an outreach/publicity plan.
- We will hire a work-study student coordinator to work under the supervision of the Director of Diversity and Multicultural Affairs.
- Over the medium term, we will partner with the Office of Alumni Affairs to explore ways to reach out to IPFW’s 900 Omicron-Psi alumni inductees.
- Over the long term, we will determine if it’s feasible to re-establish Omicron-Psi as a national or regional organization, and offer chapter memberships to other universities.

**Question**: Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

As part of the planning process, we will develop a realistic timeline, and assess our progress based on adherence to the timeline.

**Question**: Resources - Are you able to accomplish this unit goal with your current resources?

Yes, if we decide that Omicron Psi will remain an IPFW organization.

**Question**: Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

If the university decides to re-establish the society as a regional or national organization, it would require additional resources to hire a part-time administrator, and to secure office space.

**Question**: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

None anticipated.
Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

We hope to honor our first class of inductees in April 2015. If the society expands to a regional or national level, we would anticipate a rollout during summer of 2016.

**Criterion:** #12: Goal Six - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?
Criterion: #13: Goal Seven - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write "NA" or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

Criterion: #14: Goal Eight - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.
Question: Unit Goal - What is your unit goal?

Question: IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

Question: Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

Question: Actions - What action(s) does your unit plan to take to support this unit goal?

Question: Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Question: Resources - Are you able to accomplish this unit goal with your current resources?

Question: Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

Question: Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

Criterion: #15: Goal Nine - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

Question: Unit Goal - What is your unit goal?

Question: IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.
**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don't have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #16: Goal Ten - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.
Program Write-up with Task Force Comments

CWRA Center for Women and Returning Adults

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?