**Division Unit Report for the (Commission)**

**Submitted by (Chair Name)**

Please complete Columns 1 through 6 and return by November 1, 2016.   
  
Columns 7 and 8 are completed for the progress report due August 15, 2017. Please send your report to CIGD Reps: Rebecca Cofer (rcofer@abac.edu), Erin Justyna (erin.justyna@ttu.edu), and Kyle Ross (kwross@wsu.edu) with a copy to CIGD Liaisons Jennifer Joslin (jejoslin@ksu.edu) and Dawn Krause (dawnkrause@ksu.edu). Please copy your unit’s CIGD Steering Committee Member as well. Thank you!

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| **NACADA Strategic Goal(s)**  (List strategic goal(s) to which the outcome is related) | **Specific desired outcome**  (What you want to occur as a result of your efforts; what you want someone to know, do, or value) | **Actions, activities or opportunities for outcome to occur**  (What processes need to be in place to achieve desired outcome) | **Outcome measurements & related data instrument(s)**  (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group) | **Other groups or individuals (if any) to connect with in achieving this outcome**  (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome) | **Challenges (if any)**  **anticipated in**  **achieving this**  **outcome**  (How you plan to address  difficulties that may arise as you work to achieve the outcome) | **Progress toward**  **achieving outcome**  **(Only completed in**  **August 2017**  **report)** | **Future action(s)**  **based on data**  (Data-informed decisions)  **(Only completed in**  **August 2017 report)** |
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