**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!

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |   |  |
|  |  |  |  |  |  |  |  |