

## San Bernardino Community College District Progress Report on District Strategic Plan

*Instructions*

1. Use this form for periodic progress reports on objectives of the District Strategic Plan.
2. Complete the Preparer table.
3. Complete the information in the Goal and Objective tables, which may be copied and pasted as needed to accommodate all the goals and all the objectives under each goal on which you are reporting.
  - a. Please enter a *Revised Timeline/Deadline* only if the analysis of progress to date on that objective clearly demonstrates the need for it.
  - b. If any *Actions/Activities* and/or *Measurements/Documentation of Progress* suggested by the original planning group have been pre-entered, you may edit them as needed.
  - c. List all major *Actions/Activities* that are completed, underway, scheduled, or planned. If you need space for more actions/activities, add lines as needed to the table.
  - d. In the *Status Code* column, indicate whether each action/activity is Completed, Underway, Scheduled, or Planned.\*
  - e. In the *Progress Description* column, briefly describe your progress on each action/activity that is Underway.
  - f. In the *Measurements/Documentation of Progress* column, identify the written evidence you will use to demonstrate your progress on each action/activity.

| Name of Preparer | Date |
|------------------|------|
|                  |      |

| Goal |  |
|------|--|
|------|--|

| Objective  |              | Original Timeline/Deadline | Revised Timeline/Deadline   | Point Person or Group |
|--|--------------|----------------------------|---|-----------------------|
|  |              |                            |   |                       |
| Actions/Activities<br><small>(Edit as needed to reflect actual accomplishments or plans)</small> | Status Code* | Progress Description       | Measurements/Documentation of Progress<br><small>(Edit as needed to match Actions/Activities)</small> |                       |
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|  |              |                            |   |                       |

\* Status Code: C = Work is Completed, U = Work is Underway, S = Work is Scheduled to begin on a reasonably firm date, P = Work is Planned but not yet firmly scheduled

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| Goal   |                            |                           |   |  |
|--|----------------------------|---------------------------|---|--|
| Objective  | Original Timeline/Deadline | Revised Timeline/Deadline | Point Person or Group   |  |
|  |                            |                           |   |  |
| Actions/Activities<br><i>(Edit as needed to reflect actual accomplishments or plans)</i> | Status Code*               | Progress Description      | Measurements/Documentation of Progress<br><i>(Edit as needed to match Actions/Activities)</i> |  |
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\* Status Code: C = Work is Completed, U = Work is Underway, S = Work is Scheduled to begin on a reasonably firm date, P = Work is Planned but not yet firmly scheduled