Program/Area/Unit Name: 

Program/Area/Unit Description:
- This section should include a short paragraph that describes your program, area, or unit.
- Goals for your program, area, or unit should be listed in this section. A statement of purpose would also be appropriate.

Part I. Quantitative Indicators
- Identify 3-5 indicators for each of the following areas. These indicators should be measurable, useful data measures that will indicate how well your program, area, or unit is performing. Consult the IR staff if you need assistance identifying indicators.
- Each indicator should list three years’ worth of data, if available.

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Part II. Analysis of Program/Area/Unit

- Review each of the indicator categories above, and provide an explanation and analysis of the indicators. Review the trend in the data, unusual outlier data points, and compare results to other similar programs, areas, and units, if possible.
- This section should be a summary and should be no more than 3 pages of analysis. Reference other documents as needed to remain within the page limit.

Part III. Action Plan

- Using the analysis in the section above, identify the action plans to be pursued in the next year. Actions plans should be specific and indicate deadlines when appropriate.
- This section should be no more than 1 page in length.

Part IV. Resource Implications

- Provide a short summary of resources needed to implement the action plans identified above.
- Specific resource requests will be reported on the Request for Resource Allocations template.

Support Area Outcomes (SAO) and Assessment

- If assessment results have been entered in Tk20, please attach a copy of the report.
- If assessment results have not been entered in Tk20, please provide a summary of assessment activity and results for the past year.