**WKU Annual Sustainability Report—PILOT** (form revised 8/23/2021)

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| **Program Name:** | **Departmental Home:** |
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| **WKU Program Reference Number:** | **CIP Code:** |
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| **Program Coordinator:** | **Program Original Implementation Date:** |
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| **Department Head:** | **Report Submission Date:** |
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**PART I (1-3) to be completed by the Program/Department**

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| 1. **Based on a review of the dashboard data, explain your interpretation of the sustainability of your program and the causes of any sustainability issues that may need to be addressed. (250 words or fewer)**
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| 1. **Explain your program’s effectiveness in terms of student learning and success as they impact sustainability. Consider results from Assurance of Student Learning reports, strategies you have used to improve learning, and any other relevant data/information. (250 words or fewer)**
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| 1. **Describe your plans to improve the program’s sustainability. Explain the specific steps that have been taken already and any future steps you will take; the measurable goals and targets that would indicate success in the short term (one year) and medium term (2-3 years); and the specific resources (financial or otherwise) needed to achieve success. (350 words or fewer)**
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**PART II (to be completed by Deans/Designees)**

After completing Part I, the program/department should submit the report to the Dean’s Office. Deans or their designees will assess the plan and include any reservations and/or suggestions for the program to consider with particular attention to financial implications. Deans may choose to involve a college committee in the process and/or consult with the Provost as appropriate. The Deans/designees will meet with program coordinator/ department head to review their response and iterate; the program faculty will revise the plan as needed until the Dean and program have agreed on a final plan and timeline to improve the program’s sustainability.

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| **Provide a general assessment of the initial sustainability plan with any suggestions/questions and attention to financial implications. This brief statement/list becomes the basis for discussion. (250 words or fewer)** |
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**Part III (to be completed by the program/department)**

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| **If there are no revisions to the initial plan, say so. Otherwise, describe your COMPLETE, revised sustainability plan based on the conversation with dean/designee. Explain the specific steps you will take; include the agreed upon measurable goals and targets that would indicate success in the short term (one year), medium term (2-3 years) and a final deadline to assess success; and the specific resources (financial or otherwise) agreed to by your dean. If helpful, cut and paste from Part I, but make sure this plan is complete. (400 words or fewer)** |
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| **Program Coordinator Endorsement & Date** |
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| **Department Head Endorsement & Date** |
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| **Dean’s Endorsement & Date** |
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The dean should submit the complete final report to rob.hale@wku.edu with the subject Sustainability Report—Program Name (#); he will share it with relevant constituencies.