**Strategic Planning Annual Report (SPAR)**

**Reporting Template**

**Due Date: August 15, 2025**

Once the LSU Campus Strategic Plan is published, all future Strategic Planning Annual Reports (SPARs) will be submitted in *Planning & Self-Study;* however*,* for the 2025 cycle, all units will submit their SPAR using this template. Once completed, please upload your document [HERE](https://lsumail2-my.sharepoint.com/:f:/g/personal/trose_lsu_edu/ElAv8ANJdRZCjPyJ_SQ5dVcBwexforVSd2ADkYG-hwN3CA).

Each academic and administrative unit will submit their annual strategic planning report based on their current plans. A SPAR should be submitted on the unit’s **top three priority outcomes** (also called goals or student success outcomes). At least one measure per outcome is required for assessment purposes. Assessment of additional outcomes and measures per outcome is encouraged. In the template below, add additional outcome and measure fields as needed.

**SPAR GUIDANCE**

**Data Collection:** Data collected and submitted for the SPAR Assessment Cycle 2025 can include information from two distinct time periods. Specifically, units may draw data from the Academic Year (AY) 2024-25, which encompasses Fall 2024, Spring 2025, and Summer 2025, and/or the Fiscal Year (FY) 2024-25, spanning July 1, 2024 through June 30, 2025. This flexibility allows units to select the most appropriate and representative data period for their assessment reporting, ensuring comprehensive and meaningful documentation of their activities and outcomes.

**Priority Outcomes:** While a unit may pursue several objectives or outcomes each year, planning units are required to assess at least three priority outcomes annually (may also be called goals or student success outcomes). Outcome statements should be specific, measurable, achievable, relevant, and time-bound.

* Outcomes are specific statements about intended accomplishments or improvements in alignment with the unit’s strategic plan. They typically pertain to considerations such as efficiency, effectiveness, services provided (e.g., enhancement, increase), quality, compliance, satisfaction/perception, retention/graduation rates, GPA, etc.

**Measures.** At least one measure should be entered for each priority outcome; multiple measures per priority outcome are encouraged. A measure is a metric or indicator that conveys progress made in achieving the expected outcome (i.e., How will we know that we have accomplished what was intended). Examples: participation rates, surveys or other formal feedback, standardized reports, benchmarking, audit performance, compliance rates, etc.

**Targets**. Each measure requires the indication of a target. A target is the desired level of performance that represents success in achieving the expected outcome. Examples: 90 percent satisfaction annually; 3 percent increase by 2027.

**Results/Summary of the Results.** Enter the results (e.g., data, trend data) for each measure and provide a narrative summary of the results. Provide the necessary detail, including the actual findings plus any related information to facilitate interpretation. Briefly discuss.

**Measure Status:** Indicate if the target was Met, Not Met, or Partially Met.

**Findings/Analysis of Results.** Briefly discuss how the findings and analysis for each measure shall be used to inform future planning efforts and/or strategies for seeking opportunities for improvement related to the outcome. Specific examples should be provided. Questions for consideration include:

* Did the results yield the desired achievement target – why or why not?
* Address any gaps in expectations and actual performance. What strategies will be employed in future years to meet the expected target?
* Is the current assessment method appropriate to measure what is intended?

**Action:** Consider what actions will you take (or taken recently) to seek improvement of the unit’s activities or services based on evidence gathered from this assessment process. Example actions include, but are not limited to: Restructure Outcome Statement, Revise Measurement / Assessment, Gather Additional Data, Revise Target, Implement New Program or Services, Community Partnership, Adopt or Expand Technologies, Additional Training, Collaborate with another Department / Unit / Program.

**SPAR Assessment Cycle 2025**

**Unit Name:**

**Assessment Lead:**

**Priority Outcome 1:** Title and Details/Description

* Measure 1 Assessed: Title
  + Details/Description
  + Target
  + Results/Summary of Results
  + Measure Status
  + Findings/Analysis of Results
  + Action(s)
* Measure 2 Assessed: Title
  + Details/Description
  + Target
  + Results/Summary of Results
  + Measure Status
  + Findings/Analysis of Results
  + Action(s)

**Priority Outcome 2:** Title and Details/Description

* Measure 1 Assessed: Title
  + Details/Description
  + Target
  + Results/Summary of Results
  + Measure Status
  + Findings/Analysis of Results
  + Action(s)
* Measure 2 Assessed: Title
  + Details/Description
  + Target
  + Results/Summary of Results
  + Measure Status
  + Findings/Analysis of Results
  + Action(s)

**Priority Outcome 3:** Title and Details/Description

* Measure 1 Assessed: Title
  + Details/Description
  + Target
  + Results/Summary of Results
  + Measure Status
  + Findings/Analysis of Results
  + Action(s)
* Measure 2 Assessed: Title
  + Details/Description
  + Target
  + Results/Summary of Results
  + Measure Status
  + Findings/Analysis of Results
  + Action(s)