SUBSEQUENT ITERATION of
SURVEY ACTION PLAN WORKSHEET

Name of Survey:_____ Administration date (MM/YYYY): _____ Response Rate (%)_____

Office/Dept. Responsible: _____ Form Complete by: _____

INSTRUCTIONS

As stated in the Survey Administration Protocol, please use this form to identify key findings and create an action plan for using the results (for program/departmental planning and/or improvement). This information will serve as documentation for you regarding how the results will be used, and will also assist the Office of Institutional Effectiveness in preparing comprehensive university-wide reports required by SACS.

PREVIOUS ACTION PLAN: In order to "close the loop," it is necessary to reflect on your action plan from the previous administration of this survey, to address what, if any, improvements were made, and then create a new action plan to move forward based on the most recent survey results.

Action plan items from previous survey administration	How were your previous action plan items implemented?

NEW ACTION PLAN: Based on your findings from the most recent survey results, how will you use these data to continue to improve the program/department/office?

Key Findings	Planned Action Steps	Specific Resources Needed	Person(s) Responsible	Success Criteria (How will you know you've improved?)	Timeline	Priority Level (High/Med/Low) (Short/Long-term)

Please indicate any changes for the next iteration of survey administration: (Ex. administer every other year, include incentives, reword specific survey questions, shorten survey length, etc.)