

# FIRST 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.

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.)