

Georgia Military College: Guidelines for Writing DIPs/IEPs

Faculty and administrators writing a Department Improvement Plan or an Institutional Improvement Plan should review the following guidelines:

1. Include the correct title information. **Titling the DIP/IEP is important!** If the plan affects personnel throughout the college, then the first part of the title should be CW which stands for “college wide.” The second component of the title should be the location (Milledgeville, Atlanta, Columbus) or department (Admissions, Bookstore, Physical Education), and the final component of the title should be a phrase that indicates what area the plan addresses (retention, grade distribution, recruitment). Titling a plan “Department Improvement Plan” does not help the reader determine what the plan is about or what department/division is involved.
2. Include correct spelling and uniform punctuation. Periods should end the sentences. Semicolons can end each step in the planning process. Parallel structure is helpful when writing lists.
3. Include the correct school year. If the plan is being written in January 2006, then the DIP/IEP will be for 2006-07. If the DI/IE report is being completed in August 2006, then the reporting year is 2005-06. As strange as it may sound, the new plans are developed so that budget concerns can be addressed. The reports for 05-06 are written in August after the new plans for 06-07 are submitted in December 05. (The new plans are written months before the final reports on the previous year’s plans are completed).
4. The fiscal year objective should include a general summary of the work that is planned for that year and the ways the students or the institution will benefit. This objective can start with a verb (improve, increase, prepare, distribute, provide, assess, review, evaluate). For example: Improve academic support services to at-risk students and to improve career services for all full-time and part-time students on the Milledgeville campus.
5. The responsible office should be the individual submitting the plan and the individual or office that will complete the work outlined in the plan.
6. The plan to complete the FY Objective should include the steps needed to carry out the work. These steps should come in chronological order and be specific enough so that a reader that is unfamiliar with the subject has some idea of how the objective will be achieved. The person responsible, the time frame (with month and year), and the resources needed are also required in separate columns with the description of each step.
7. The expected educational outcome is almost a repeat of the fiscal year objective but stated as though the outcome has been accomplished. No assessment measures are needed in the expected educational outcome. Many people confuse the educational outcome with the measurement. **(Beatriz advised folks to use this section to provide measurement data. For example: 80% of students will If**

you want to continue using that format, that is fine, but remember to list the sources for data collection in Section 8).

8. The measurements to be used are the percentages, scores, data that will be used to determine the success or failure of the completed work. This information has to be specific and objective. For example, a good measurement is “80% of the new cadets will provide immunization records to the GMC nurses upon admission.” If a survey is being used as the assessment tool, then explain who is being surveyed and when or during what general time period. If the ACT and Noel Levitz surveys are used as assessment tools, then the measurement could be meeting national or regional norms.