

Jacksonville State University Board Report Template Help Guide

Instructions for Colleges, Departments, and Units

Purpose of the Template: This template is used to document unit-level contributions to Jacksonville State University’s Strategic Plan. Information submitted supports institutional reporting, leadership review, and Board of Trustees updates.

Before You Begin

- Complete only the goals and initiatives that apply to your unit.
- Leave sections blank or enter N/A if not applicable.
- Report initiatives in the quarter in which work occurred.

1. Header Information

Division	Department or College
VP/Provost	Dean (if applicable)
Please complete only the goals that apply to your department or college, otherwise leave blank or enter N/A.	

Complete the following at the top of the template:

- Division
- Department or College
- VP/Provost
- Dean (if applicable)

2. Quarterly Reporting Structure:

The template is organized by quarterly cycles:

- Cycle 1: Report on work completed in Oct–Dec
- Cycle 2: Report on work completed in Jan–Mar
- Cycle 3: Report on work completed in Apr–Jun
- Cycle 4: Report on work completed in Jul–Sep

and by the three strategic commitments:

- REACH – Enrollment, financial strength, student success
- ENGAGE – Partnerships, belonging, community impact
- DISCOVER – Learning experiences and environments

