**Guiding Questions and Prompts for Unit Team Members’ Individual Reflection**

The guiding questions below are intended to support individual team member reflection prior to the unit teams’ guided discussion, which will inform unit planning, goal-setting, and priority-setting for the coming year. The questions are not intended to be an exhaustive list, rather a starting point of things to consider and assess with respect to key components of a unit’s annual reporting process.

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| **Reflection Opportunity** | **Guiding Questions/Prompts** | **Data/Information Source(s)** |
| Activities (and Results of Activities) | * Which activities from your previous annual reports did your unit dedicate the most effort to? Why do you think these activities were prioritized?
* Which activities did your unit dedicate the least effort to? Why do you think those activities weren’t prioritized?
* Which activities seemed to show the most promising results toward achieving a specific unit goal? Why do you think that is? What evidence supports your assessment?
* Which activities seemed to show the least promising results? Why do you think that is? What evidence supports your assessment?
 | * Previous years’ Annual Reports
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| Results from Annual Assessment  | * Considering the anticipated outcomes your unit assessed, which outcomes had the most promising results? How do you know the results were promising?
* Which outcomes had the least promising results? How do you know?
 | * Results from previous years’ assessment
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| Results from ILO Assessment (*if Applicable*) | * Consider the ILOs that are directly connected to your unit:
	+ What do your unit’s data (related to specific ILOs) tell you about how your unit is having an impact on that ILO? What do those data *not* tell you?
	+ What does available college-wide ILO assessment data tell you about how the college (and your unit) is doing, with respect to that ILO?
	+ Which of your unit’s activities do you think has contributed the most or least to the promising (or not so promising) ILO results? How do you know?
 | * Results from previous years’ assessment
* College-wide ILO assessment data
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| Unit Goals | * Of the activities your unit engaged in over the past few years, which seem to be the most high-leverage (*i.e. seemed to have the greatest potential impact for achieving a specific unit goal*)?
	+ Are there other high-leverage activities that you envision could push your unit closer to achieving that goal?
* Was there a goal(s) that didn’t seem to have activities that were high-leverage? What implications might that have for future activities? What implications might that have for the goal(s) itself?
 | * Previous years’ Annual Reports
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After engaging in the guided reflection (above), the following prompts represent a non-exhaustive list of items to brainstorm and prepare to bring into your unit team’s discussion. Having these items ready in advance will make for a productive planning conversation grounded in a reflective assessment of where the unit is and where it can be in the future.

Items to Prepare to Bring into the Unit Team Discussion

* Any ideas for potential high-leverage activities to continue
	+ Based on your assessment of the past unit activities that seemed to have the most promising impact on your unit goals, consider if any of those activities might be worth continuing.
	+ Consider if there are activities that maybe weren’t *as* high-leverage in the past but you think could be amended or adjusted in some way to have an impact on a specific unit goal(s).
* Ideas for potential new high-leverage activities for the future
	+ Based on your assessment of the past unit activities, and those that may have been more or less impactful on your unit’s goals, consider if there are potentially *new* activities that you think your unit might want to consider testing.
* Ideas for activities that it might make sense to discontinue
	+ Not all activities that we try are going to be impactful in that ways that we hope and unit capacity and personnel bandwidth challenges make it challenging for units to engage in all activities that it might want to. Based on your reflective assessment, consider if there are activities that you would recommend discontinuing. These might be activities that have not shown much promise in impacting your unit’s goal(s) or activities for which the return on investment (ROI) doesn’t seem to be yielding the outcomes you would hope.
* Implications for your unit’s goals
	+ Based on your overall reflective assessment, consider if your unit’s goals still make sense as is or if it might make sense to adjust or expand a goal.
	+ Consider if there are any recent policy or college-wide changes that might warrant amending a goal or proposing a new goal.