

Mercy College of Ohio Department/Division Institutional Goal (DIG) Report Instructions

The Department/Division Institutional Goal (DIG) Reports are used to collect information concerning objectives each department, division or committee plans to address tied to the strategic goals of the institution.

1. The individual completing the report is to include the Mission Statement for the department, division or committee, if one exists, and then write objectives or actions to be taken in the academic year.
2. The objectives are to be aligned with one or more Mercy College goal (s), and are to include a completion date and individual(s) that are responsible for completing the objective.
3. To make sure the objectives are tied back to the budget process, each stated objective must note whether any additional resources will be needed to complete the objective.
4. A performance indicator or evidence page is then aligned with each objective to indicate how the objective will be met.
 - a) Performance indicators (PI) are aligned to one or more Mercy College goal(s) with target (benchmark) and trend data. The performance indicator is coded back to specific objectives (ex. Student Records PI would be: SR1, SR2, ...)
 - b) Evidence pieces are designated on a separate page signifying where specific data is kept to demonstrate the objective has been completed.
5. The DIG Report should be completed in collaboration with the department, division or committee and advisory committees (if applicable) in which the objectives are to be met for the year.
6. The completed DIG Reports for an academic year are due to the Institutional Effectiveness Committee (IEC) on September 15 at the end of the year.
7. The process begins again with the next academic year's DRAFT DIG Plans due to the Institutional Effectiveness Committee by October 31 at the beginning of the year.
8. DIG Reports are completed in lieu of Annual Reports.
9. Questions pertaining to the completion of DIG Reports can be directed to the IEC or Heather Hoppe, Director of Institutional Research and Registrar at heather.hoppe@mercycollege.edu or 419-251-8989.