

Review of Council Priorities

Did the Council submit at least three priorities to focus on for only one academic year?

Clarity of Priorities

- Are the priorities clear, concise, specific, and have a direct connection to the Council's mission or charter?
- Are the priorities measurable and focused, not too vague or broad?

Outcome Definition & Impact

- Are the outcomes well-defined, measurable, and include a clear rationale for importance and impact? (Can you see how success will be measured? Why does this matter to your Council and campus?)

Alignment with Institutional Goals

- Do each of the priorities align with the college's mission, vision, values and strategic priorities? Is there something missing?
- Is there a strong, explicit link to the college's priorities, strategic plan, or DEI/Inclusive excellence goals? Is the Council being intentional with reviewing and checking the systems around oppression? Is the Council reviewing for unintended impacts?

Community Collaboration

- Has it been clearly communicated how collaboration will occur and expected outcomes?
- How can the greater college community collaborate and engage with these priorities?

Feasibility & Resources

- Does the plan or do the priorities seem realistic regarding resource needs and timelines?
- Is the plan achievable within the academic year with the given resource needs and timeline?

Completeness & Professional Presentation

- Are all the sections on the priorities template completed, clearly formatted, with a professional tone? Make sure all acronyms are spelled out and/or definitions included if needed.

Innovation & Continuous Improvement

- Does the plan/priorities demonstrate creativity, forward-thinking solutions, and commitment to ongoing improvement?
- How will the Council reflect on and evolve its work throughout the year?

When providing feedback, reviewers should:

- **Affirm strengths** – Identify what’s clear, strategic, or well-developed.
- **Ask clarifying questions** – Use open-ended prompts such as “Can you please expand on...?”
- **Offer actionable suggestions** – Focus on improvement, not just critique.
- **Ensure alignment** – Reference connections to college or Council-wide priorities.
- **Encourage collaboration** – Note where partnerships or cross-functional input could strengthen the plan.