

Framingham State University
Center/Institute Report – Years 1-5 (and 5th-Year Sunset Report/Review for Continuation)

Reports to:
Year #:

Center/Institute Name:

Date of Original Approval:

Date of Last Approval for Continuation (*as granted*):

Sunset Date:

Log #:

Review Item at the Time of <i>Approval/Continuation</i>	Review Item at the Time of this <i>Review</i>
Mission	
Needs Assessment (<i>Describe the need that justified the creation of the entity</i>)	Needs Modification (<i>Describe changes to the original conditions which impacted plans</i>)
Proposed Goals, Objectives, and Principal Activities (<i>the manner in which the entity planned to address the need</i>)	Principal Accomplishments (<i>In relation to original intent</i>)
Faculty, Staff and Responsibilities (<i>Specify Director/Coordinator, Departments/Disciplines of Members, and Time Commitment for each and changes of personnel over time</i>)	
Budget Summary (<i>As initially approved</i>)	Actual Expenses (<i>Include encumbrances to the end of the approved period</i>)
Assessment and Evaluation (<i>Include as needed how the accomplishment of goals and objectives was measured, the criteria to judge the value of those accomplishments, and a brief description lessons learned</i>)	

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ENTITY CONTINUATION REQUEST FORM

Review Item for Continuation Approval

Modified Mission *(As needed)*

Needs Assessment *(Consider original needs and reviews from previous sunset dates)*

Proposed Goals, Objectives and Principal Activities for Continuation

Faculty, Staff and Responsibilities *(Specify Director/Coordinator, Departments/Disciplines of Members, and Time Commitment for Each)*

Budget Summary *(Include a first year budget and projections through the end of the next five year period)*

Assessment and Evaluation Plan