

MEMORANDUM

TO: Presidents, Chancellors, Provosts, and Equity Plan Leads

FROM: Dr. Valerie Lynch, Senior Managing Director, IBHE
Jennifer K. Foster, Deputy Executive Director, ICCB

DATE: December 11, 2025

RE: FY26 Equity Plan Implementation Summary Guidance

Dear Colleagues,

Thank you for your continued commitment to advancing equity, student success, and transformation across Illinois' higher education system. As part of the annual reporting requirements outlined in statute and shared in our statewide communications, IBHE and ICCB are requesting each public university and community college to submit an ***FY26 Equity Plan Implementation Summary*** by **May 31, 2026**.

This summary provides an opportunity for institutions to demonstrate how their Equity Plan strategies have been implemented during **FY25 and FY26**, highlight early evidence of progress, share promising practices, and identify barriers or supports needed. It is designed to capture the most meaningful elements of the institution's work in a clear and consistent way.

The information collected will help IBHE and ICCB:

- Assess statewide and campus-level progress
- Determine technical assistance and capacity-building priorities
- Improve Communities of Practice and Targeted Technical Assistance offerings
- Elevate effective practices across institutions
- Inform required reporting to the Governor and General Assembly

Submission Requirements

Due Date: May 31, 2026

Format:

- One PDF containing the completed document and Appendix A (Evidence Portfolio)
- Organize the Equity Plan Implementation Summary in the format listed in Section 1-8, below.

Page Limit: There is a ten–page limit. This does not include the Appendix A (Evidence Portfolio).

Submit to:

equityplans@ibhe.org for universities
equity@iccb.org for community colleges

What to Include:

Institutions should complete the summary organized in the format as listed in sections 1–8, which cover:

1. Institutional profile and priority populations
2. Strategies selected for implementation
3. Progress toward institutional equity goals
4. Student and stakeholder engagement
5. Partnerships and resources
6. Barriers, support requests, and successes/best practices
7. Engagement with statewide support opportunities
8. Institutional approvals and contact information

Appendix A (Evidence Portfolio) should include selected artifacts that help illustrate implementation progress and alignment with the institution's approved Equity Plan. Examples are included in the guidance and may include timelines, revised policies, training materials, process maps, communications, or student/faculty engagement documentation.

Support:

IBHE and ICCB plan to provide follow-up opportunities for guidance and support, including webinars and the continuation of statewide Communities of Practice and Targeted Technical Assistance through the SUCCESS initiative.

Thank you again for your leadership, partnership, and dedication to advancing equity for Illinois students. We look forward to learning from your work and supporting your continued progress.

Equity Plan Implementation Summary

1. Institutional Profile:

Please provide the following information:

- Institution name:
- Reporting lead (name/title):
- Contact information:
- SUCCESS Plan team members (positions are requested. Names are optional).

2. Equity Plan Focus & Priority Populations

Identify the focus areas guiding the institution's implementation.

- Priority student groups identified in the institutions approved Equity Plan
- **Top three strategies** the institution focused on during FY25 and FY26

3. Progress Toward Institutional Equity Goals

Describe the progress the institution has made toward implementation of their Equity Plans:

- What movement has the institution made toward the Implementation Plan/Timeline outlined in the Equity Plan?
- What metrics were outlined in the Equity Plan for near-term outcomes, and what was the baseline and where are the metrics now? Include both (quantitative or qualitative) measures.

- How is the institution tracking progress? (same as above?)
- Based on implementation or SUCCESS Program feedback, has the institution revised, added, or retired any policy, service, strategy, or practice changes outlined in the Equity Plan?

4. Student & Stakeholder Engagement

Describe how stakeholders shaped the institution's work.

- How did students, faculty, advisors, and frontline staff inform implementation?
- What methods were used (surveys, listening sessions, councils, focus groups, etc.)?
- What changes has the institution made based on the feedback?

5. Partnerships & Resources

Identify the partnerships and resources that support implementation.

- Internal units involved (advising, IR, DEI, IT, registrar, etc.)
- External partners (community-based organizations, employers, foundations)
- Grants, philanthropic resources, or other funding used
- SUCCESS Program Targeted Technical Assistance or Communities of Practice participated in

6. Barriers, Support Requests, and Successes/Best Practices

Summarize the key challenges and what support would be most helpful. Also share any positive successes/best practices to share with the field.

- Key policy, data, staffing, or funding barriers
- Capacity or implementation challenges
- Specific support needs (ex/ Technical Assistance, Communities of Practice, policy clarification, data tools)
- Successes/best practices to share with other institutions

7. Engagement with Statewide Support Opportunities

Describe how the institution is using statewide support in the planning process.

- Participation in Communities of Practice
- Use of Targeted Technical Assistance
- Engagement with Knowledge Sessions or Podcasts
- SUCCESS Program feedback used to strengthen implementation

8. Institutional Approvals & Contacts Update

Executive Approver

Name / Title

Signature / Date

Primary Contact for Follow-Up

Name / Title / Email / Phone

Appendix A: Evidence Portfolio

Purpose:

Provide concise, relevant evidence illustrating how the institutional strategies are being implemented and what early impact is occurring.

What to include: (Optional examples, not a required list), links are acceptable):

- Implementation artifacts (timelines, Gantt charts, project trackers)
- Revised policies or procedures (ex/ placement, re-entry, SAP appeals)
- Process maps showing changes (early alert workflow, advising triage, root cause analysis, etc.)
- Training documentation (agendas, slides, rosters)
- Technology examples (nudges, chatbot scripts, degree planning screenshots)
- Communications/outreach materials
- Engagement documentation (listening session notes, surveys, advisory meetings)
- Other

Evidence must be:

- Directly tied to the institutions approved strategies
- From FY25 or FY26
- Clear, concise, and organized

Questions/Support

Please direct questions regarding the Equity Plan Implementation Summary to one of the email addresses below:

equityplans@ibhe.org for universities

equity@iccb.org for community colleges