

PLAN BUILDER CHECKLIST

The following items must be shown in the Goal, Evaluation, and Objective sections of your annual plan.

GOAL

Post at least one of the College's Strategic Initiatives in the goal section. The posting must show the wording of the initiative and the letter associated with the initiative.

Example

Strategic Initiative A: Enhance teaching to support student learning using a variety of instructional methods and services.

EVALUATION

This section pertains to all of the objectives used to reach the goal. The wording chosen to evaluate the goal must be SMART – Specific, Measurable, Attainable, Realistic, and Timely.

Some examples of quantitative measurements are: percentages, increases or decreases, periods of time (specific dates, minutes, or months, semesters, years), dollar amounts, etc.

Comparisons of the measurement tool(s) will typically assist with the evaluation component that is required when documenting Status Report updates.

Examples

- There will be a 10% increase in the number of students successfully passing Math 12 in 2012-13 compared to 2011-12.
- Collect data and evaluation forms from www.turnitin.com at the end of the fall and spring 2012-13 semesters to demonstrate a 20% increase in faculty usage when compared to fall and spring 2011-12.
- A Groundskeeper will be hired by June 30, 2012.
- Waiting time on the Admissions Help phone line will be less than 10 minutes per caller. Phone logs will be reviewed to assess if calls are taking more than 10 minutes.
- All new full-time students will complete an Educational Plan beginning fall 2012.
- The Financial Aid Office will go paperless by July 2013.
- The Foundation will raise \$2 million over the next five years.

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Qualitative measurements can also be used but they must be connected to a quantitative measurement.

- Student satisfaction with the level of service in the EOP&S will increase by 15% as measured by an annual student satisfaction survey administered by the Institutional Research Office every spring semester.

OBJECTIVE

The wording used in this section denotes the main action step(s) required to address the goal.

Math 12 example:

- Require FYE cohorts for all full-time students taking Math 12.
- Provide Supplemental Instruction for all FYE Math 12 students.

Groundskeeper example:

- Receive Cabinet approval to hire a groundskeeper.
- Work with Human Resources to work through the hiring process.

Admissions example:

- Change “wait” message to inform students of time sensitive information and direct the caller to the ECC webpage where they can find answers to frequently asked questions.

Placement of Program Review Recommendations

Prioritized program review recommendations must be placed in the Objective box after listing the Objective. The recommendation must list the year of the program review and the recommendation number.

Groundskeeper Example

Receive Cabinet approval to hire a groundskeeper.

2011 - Program Review Recommendation #1

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Status Report Updates can be made at any point during the year. A relevant time to post the update is soon after a decisive Objective-related event has occurred, such as the completion of a major phase, completion of a semester/year, or the Abandonment/Hold of an Objective.

The update must include the date of the entry and a *brief* statement indicating if the plan works and how well it works or does not work.

There are two fixed dates to update plan Goals and Objectives, which are *no later than* January 31st of the plan year and *no later than* July 31st just after the plan year has ended.

Math Example

6/28/12 – A total of 460 students successfully passed Math 12 this year compared to 400 last year for an increase of 15%.

Groundskeeper Example

3/28/12 - A Groundskeeper was board approved to start April 1st.

Admissions Example

11/8/12 – The outgoing message on the phones was changed to direct students to the FAQ webpage.