

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing this form:	Delos Monteith	Curriculum/Department:	Institutional Research & Planning
Purpose/Mission Statement		Vision Statement, 3-5 years	
<p>The purpose of the Institutional Research & Planning Office is to facilitate college-wide planning, research and institutional effectiveness efforts by:</p> <ul style="list-style-type: none"> collecting, organizing and reporting information about the programs and services of the college • coordinating college-wide planning and evaluation activities • coordinating and documenting institutional-level evaluations of programs and services • providing information and reports, as requested/required, to agencies and offices external to the college, such as the North Carolina Community College System Office or the Southern Association of Colleges and Schools. 		<p>To gain recognition (both internally among SCC's faculty and staff as well as externally among other community college planners/researchers in the state and personnel at the System Office) as one of the leading institutional research/planning/effectiveness departments among the colleges in the North Carolina Community College System.</p>	
Departmental Strengths		Departmental Weaknesses	
<ul style="list-style-type: none"> • Planning/Research Officer has 11 years of experience in this field at the community college level and over 20 years of experience in research & data analysis. • Department has reputation within the college for fairness, honesty and competence. • Department viewed as a leader among planning/research departments within the North Carolina Community College System 		<ul style="list-style-type: none"> • Staffing only consists of one full-time and one part-time employee. Most similar size institutions have two full-time employees. 	
Departmental Opportunities		Departmental Threats	
<ul style="list-style-type: none"> • Opportunity to assist decision-making processes at the college. • Opportunity to further institutional effectiveness activities at the college. • Opportunity to assist reaffirmation efforts at the college. 		<ul style="list-style-type: none"> • Migration to Information System for the Future could temporarily interrupt ability to access data at the college (this has been the experience for other institutions who have migrated to this system). 	
College Goals	2004-2005 Department Outcomes/Goals	Success Criteria (e.g. outcomes, enrollment increases)	Plan of Action (including resources needed)
6	1. College faculty and staff will be satisfied with the responsiveness of this department to research, information and/or planning requests.	1. Achieve a mean rating of 3.3 (out of a possible 4) on this area as measured by the Faculty/Staff Evaluation of College Services Survey.	1. Include a question on this issue on the survey and monitor the results.
6	2. College faculty and staff will be satisfied with the level of support provided by this office to the program review efforts at the college.	2. Achieve a mean rating of 3.3 (out of a possible 4) on this area as measured by the Faculty/Staff Evaluation of College Services Survey.	2. Include a question on this issue on the survey and monitor the results.
6	3. College faculty and staff will agree that reports and publications produced by this office contain valid and reliable information.	3. Achieve a mean rating of 3.3 (out of a possible 4) on this area as measured by the Faculty/Staff Evaluation of College Services Survey.	3. Include a question on this issue on the survey and monitor the results.

6	4. Migrate Planning & Research information/reports/links to the Institutional research & Planning website on the college web page.	4. The Institutional Planning & Research website will be significantly expanded to include all major reports produced by this department as well as all relevant information concerning planning at the college.	4. Finalize design of the website and convert all files to a format which can be readily loaded on the college website for this department. Coordinate this activity with the college webmaster.
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Criteria Results Be sure to utilize most current data available	End of Year Analysis (Goals achieved, impact of equipment purchased, improvements to program or service, contingencies, etc.). Describe how you used the results to improve your program/department.
1. Mean for this survey question was 3.51 (out of a possible 4.0).	1. Exceeded criteria- will continue to monitor results on future surveys.
2. Mean score for this survey question was 3.44 (out of a possible 4.0).	2. Exceeded criteria- will continue to monitor results on future surveys.
3. Mean score for this survey question was 3.48 (out of a possible 4.0).	3. Exceeded criteria- will continue to monitor results on future surveys.
4. Most data collected on a regular basis by the Institutional Research & Planning Office is now available on the web page for this department.	4. Met criteria- this action has improved access to data by the college community and has had a positive impact across the college on the use of data for decision-making purposes.

College Goals	2005-2006 Department Outcomes/Goals	Success Criteria (e.g. outcomes, enrollment increases)	Plan of Action (including resources needed)
6	1. College faculty and staff will be satisfied with the responsiveness of this department to research, information or planning requests.	1. Achieve a mean rating of 3.3 (out of a possible 4) on this area as measured by the Faculty/Staff Evaluation of College Services Survey.	1. Include a question on this issue on the survey and monitor the results.
6	2. College faculty and staff will be satisfied with the level of support provided by this office to the program review efforts at the college	2. Achieve a mean rating of 3.3 (out of a possible 4) on this area as measured by the Faculty/Staff Evaluation of College Services Survey.	2. Include a question on this issue on the survey and monitor the results.
6	3. College faculty and staff will agree that reports and publications produced by this office contain valid and reliable information.	3. Achieve a mean rating of 3.3 (out of a possible 4) on this area as measured by the Faculty/Staff Evaluation of College Services Survey.	3. Include a question on this issue on the survey and monitor the results.
6	4. Actively assist with college reaffirmation process.	4. Draft responses to those criteria concerning college mission, institutional effectiveness, planning, outcomes and related topics. Assist in development of Quality Enhancement Plan (QEP). Serve as liaison with SACS.	4. Serve on Compliance Team, QEP Team and Leadership Team. Complete all assignments/responsibilities associated with my membership on each team. Contact SACS representative as needed when questions arise which the Commission must address.

2005-06 Program Budget Plan

Budget Item Description: (Budget items requested from college funds)	Current Year Budget:	Ongoing Operational Budget:	Expansion Budget:
Supplies-			
Equipment-			
Travel-			
Program Accreditation-			
Other-			
TOTALS			

Mid-point Review

Progress Notes: