

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 13 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 or more 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	2006-2007 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. Actively assist with college reaffirmation process.	4. Successful reaffirmation of the college with the Southern Association of Colleges and Schools (SACS).	4. Draft responses to those criteria concerning college mission, institutional effectiveness, planning, outcomes and related topics for the Focused Response Report. Assist in development of Quality Enhancement Plan (QEP). Assist with the development of the Substantive Change Prospectus for the Macon Campus. Serve as the college's liaison with SACS.
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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 3.56 (out of a possible 4.0).	1. Exceeded criteria. Having monitored the responses to this survey question for several years, one is struck by the consistency of the results. The positive results indicate a high satisfaction level by faculty and staff with this area. As this is an important indicator, it will continue to be monitored on future surveys.
2. Mean score for this survey question was 3.53 (out of a possible 4.0).	2. Exceeded criteria. Like the prior outcome, this survey question has also resulted in results which are consistently high. Despite the high satisfaction level expressed by faculty, a concerted effort was made during 2006-07 to increase the response rates on the graduate survey, particularly for programs where response rates have been low. This will provide better data for program improvement purposes. A series of meetings were held during Spring Semester 2007 with graduating students in Cosmetology, Criminal Justice, EMS, and Respiratory Therapy. The purpose in meeting with these students was to explain the purpose of the graduate survey and to encourage students to complete this survey when they receive it after graduation. The effectiveness of these meetings will be assessed when the graduate survey is administered during Fall Semester, 2007.
3. Mean score for this survey question was 3.52 (out of a possible 4.0).	3. Exceeded criteria. This office continued its efforts to expand the information and reports contained on its webpage. This effort contributes to the availability of this information to SCC faculty and staff. Having monitored the responses to this survey question for several years, one is struck by the consistency of the results. The positive results indicate a high satisfaction level by faculty and staff with this area.
4. Actively assist with college reaffirmation process.	4. Assisted with the reaffirmation of the college by the Southern Association of Colleges and Schools (SACS). Specific actions during 2006-07 to reach this achievement included the submission of the Quality Enhancement Plan, hosting the on-site visiting team in October, 2006, and the submission of the Focused Response Report.

College Goals	2007-2008 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. Also, monitor response rate on the graduate survey.

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 and the substantive change process for the Macon Campus.	4. Successful completion of substantive change process for the Macon Campus and submission of Monitoring Report on remaining recommendation from the reaffirmation process.	4. Assist with the substantive change process associated with the new Macon Campus. Specific activities will include assisting with the development and submission of the Substantive Change Prospectus and the coordination of the on-site visit to the Macon Campus as part of the substantive change process. Also assist with the development and submission of the Monitoring Report for Recommendation 3 from the college reaffirmation process. Serve as the college's liaison with SACS.

2007-08 Program Budget Plan

Budget Item Description: (Budget items requested from college funds)	Current Year Budget:	Ongoing Operational Budget:	Expansion Budget:
Supplies-	\$500	\$500	\$0
Equipment-	\$0	\$0	\$0
Travel-	\$2,000	\$2,000	\$0
Program Accreditation-	\$0	\$0	\$0
Other- (Reorder Scantron Forms)	\$0	\$0	\$275
TOTALS	\$2,500	\$2,500	\$275

Mid-point Review

Progress Notes:
