

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	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 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 and the substantive change process for the Macon Campus.	4. Successful reaffirmation of the college with the Southern Association of Colleges and Schools (SACS) and approval by SACS of substantive change application for the Macon Campus.	4. Received notification in July, 2007 concerning the reaffirmation of Southwestern by SACS. Updated and submitted the Substantive Change Prospectus for the Macon Campus. Coordinated the on-site visit for the Macon Campus. As a result, of these activities, the college was notified in January, 2008 by SACS of the approval of the substantive change application for the Macon Campus.
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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. 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 3.56 (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. However, the concerted effort to increase the response rates on the graduate survey, particularly for programs where response rates have been low, did not succeed. 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. However, response rates for these areas did not increase when the graduate survey was administered during Fall Semester, 2007. A new strategy will be employed in Fall 2008 by including an opportunity for respondents to be eligible for a cash drawing if they participate in the graduate survey. The success of this strategy will be evaluated in next year's plan.
3. Mean score for this survey question was 3.51 (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. The positive results indicate a high satisfaction level by faculty and staff with this area.
4. Actively assist with college reaffirmation process and the substantive change process for the Macon Campus.	4. Received notification in July, 2007 concerning the reaffirmation of Southwestern by SACS. Updated and submitted the Substantive Change Prospectus for the Macon Campus. Coordinated the on-site visit for the Macon Campus. As a result, of these activities, the college was notified in January, 2008 by SACS of the approval of the substantive change application for the Macon Campus.

College Goals	2008-2009 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.	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 the substantive change process for the Fine Arts program at the Cherokee Center.	4. Successful completion of substantive change process for the Fine Arts program and address any other remaining substantive change issues.	4. Assist with the substantive change process associated with the Fine Arts program (located at the Cherokee Center). Specific activities will include the coordination of the on-site visit to the Cherokee Center as part of the substantive change process. Continue to serve as the college's liaison with SACS.

2008-09 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-	\$0	\$0	\$0
TOTALS	\$2,500	\$2,500	\$0

Mid-point Review

Progress Notes:
