





## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

#### PROCEDURE NUMBER: 3-2-1010.1

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#### **B. Planning and Reporting Cycle**

1. Operational and assessment planning and reporting cycle follow the calendar year to align with budget and resource allocation. All operational tactics and expected outcomes are linked to the College's Mission Goals and Strategic Directions of the strategic plan. In order to effectively manage and communicate cycle events, an annual Institutional Effectiveness Calendar is developed and shared with all employees.
2. During the fourth quarter of each calendar year, the President's Leadership Team reviews the Mission and the Strategic Plan of the College and establishes institutional priorities for the upcoming year. Each Institutional Officer selects a subset of mission goals that address the defined priorities and communicates their selection to their division.
3. Early in the first quarter of the new calendar year, each unit develops an operational plan that addresses tactics for accomplishing the Mission Goals of the College. The plan includes the proposed improvement actions identified on the prior year's assessment report (IEOAR). The inclusion of IEOAR improvement actions on the operational plan assures that the assessment loop is closed. While the plan may address any of the Mission Goals, emphasis is placed on those supporting the institutional priorities selected by the Institutional Officers.
4. Concurrently educational programs and administrative, academic and student support units develop an Institutional Effectiveness Outcomes and Assessment Report (IEOAR) plan to assess one program and two student learning outcomes that support the subset of Mission Goals selected by the Division's Institutional Officer.
5. Periodically, divisions and departments conduct reviews of IEOARs and operational plans to assess progress in meeting assessment outcomes and operational tactics. During periodic reviews of operational plans, tactics may be modified or dropped as changing circumstances warrant; or, if new opportunities are presented, new tactics may be added. Likewise during the periodic reviews of the IEOAR, the results of assessment data are reviewed and improvement actions are developed.
6. At the end of the fourth quarter, IEOA reports and operational plans are completed and submitted to the OIRPE for review. Year-end results are placed in an accessible shared folder and OIRPE writes annual executive summary and distributes to the Institutional Officers.