



**TITLE:** Planning System

**PROCEDURE NUMBER:** 1-1-1021.1

**RELATED POLICY AND PROCEDURES:** 1-1-1021 Planning System  
 1-6-1000 Institutional Effectiveness and Research  
 1-6-1000.1 Institutional Effectiveness and Research  
 7-8-1010 Operational Budget Process  
 7-8-1010.1 Operational Budget Process

**DIVISION OF RESPONSIBILITY:** Administrative and Academic Affairs

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May 17, 2013  
 Approved by President

November 9, 2023  
 Date of Last Review

November 9, 2023  
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**Procedures**

**A. Procedural Responsibilities**

1. It is the responsibility of the President’s Leadership Team to provide leadership through established procedures to ensure comprehensive and integrated planning processes. The procedures serve to empower and organize each unit to plan, assess, and continuously improve student learning, teaching, and support services through the identification of expected outcomes and annual operational tactics.
2. The AVP, Institutional Effectiveness and Compliance coordinates the College planning functions and ensures the institution is compliant with institutional accreditation standards and requirements related to planning and institutional effectiveness.

**B. Strategic Planning**

1. Piedmont Technical College regularly engages in an institutional planning process that incorporates broad-based input from college constituents and results in a multi- year plan of action that guides the institution in achieving its mission and focuses on continuous improvement of institutional quality.

2. It is the responsibility of the AVP, Institutional Effectiveness and Compliance along with the other members of the President's Leadership Team to lead the strategic planning process.

### **C. Planning and Reporting Cycles**

#### **1. Operational Planning and Reporting**

Operational planning and reporting guide the institution in accomplishing the strategies and tactics of the strategic plan.

- a) During the fourth quarter of each calendar year, the President's Leadership Team reviews the mission statement and the strategic plan of the College and establishes institutional priorities for the upcoming year.
- b) Early in the first quarter of the new calendar year, each division or department develops an operational plan that addresses tactics for accomplishing the Mission Goals of the College. The plan is expected to include the proposed improvement actions identified on the prior year's assessment report when appropriate. While the plan may address multiple mission goals, emphasis is placed on those supporting the institutional priorities selected by the division or department's institutional officer.
- c) Operational plans should be updated at the end of each semester, noting progress made toward the tactics/activities included on the plan.
- d) The President's Leadership Team is responsible for establishing the operational reporting calendar.
- e) At the end of the fourth quarter of the calendar year, operational reports are completed. These reports are archived and stored electronically for reference and documentation.

#### **2. Institutional Outcomes Assessment Planning and Reporting**

Piedmont Technical College identifies expected outcomes, to include student learning outcomes, assesses the extent to which outcomes are achieved, and provides evidence of seeking improvement based on the analysis of data in each of the following areas: educational programs, academic and student support services within its mission. In addition, the College identifies expected outcomes for administrative support services, demonstrates the extent to which the outcomes are achieved and provides evidence of seeking improvement based on the analysis of data.

- a) Each fall, educational programs, administrative, and academic and student support units conduct Institutional Effectiveness Outcomes Assessment planning. Educational programs assess at least one program outcome, a minimum of two student learning outcomes, and one general education outcome. Administrative and academic and student support services units assess three

program outcomes annually. The mission goals of the strategic plan are the program outcomes for all units.

- b) During the year, plans are updated with assessment data and improvement actions taken in support of the expected level of performance noted on the plan. Assessment reports are finalized by the end of the spring semester. Assessment reports are due May 31<sup>st</sup>.

The Office of Institutional Research, Planning, and Effectiveness is responsible for maintaining assessment templates, providing training on the use of the template and best practices related to assessment, reviewing submitted assessment plans, archiving assessment reports, and compiling results into an annual summary report for sharing with the college community.

#### **D. Institutional Scorecard**

The institutional scorecard measures institutional progress on key performance indicators related to the mission of the institution. Annual targets are set to coincide with the lifecycle of the college strategic plan.

1. It is the responsibility of the President's Leadership Team to set the targets for the key performance indicators included on the institutional strategic plan.
2. It is the responsibility of the Office of Institutional Research, Planning, and Effectiveness to maintain and update the scorecard as official data is available.