PIEDMONT TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 1-1-1021.1

TITLE:	**Planning System**
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**

May 17, 2013	**October 26, 2020**	**October 26, 2020**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

It is the shared responsibility of the President's Leadership Team and the Associate Vice President for Institutional Effectiveness and Compliance to review and revise this procedure.

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. <u>Operational Planning and Reporting</u>
   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 and submitted electronically.

2. <u>**Institutional Outcomes Assessment Planning and Reporting**</u>
   Piedmont Technical College is committed to identifying expected outcomes, to include
   student learning outcomes, assessing the extent to which outcomes are achieved, and
   providing evidence of seeking improvement based on the analysis of data in each of
   the following areas: educational programs, , academic, and student support services,
   and community/public service within its mission. In addition, the College identifies
   expected outcomes of its administrative support services and demonstrates the extent
   to which the outcomes are achieved.

   a) Each fall, educational programs and administrative, academic and student support
      and community/public service units conduct Institutional Effectiveness Outcomes
      and Assessment planning associated with reporting to assess at least one program
      outcome, two student learning outcomes, and one general education outcome. The
      mission goals of the strategic plan are the program outcomes for all units.

   b) Institutional Effectiveness Outcome Assessment Reporting (IEOAR) should be
      updated as assessment data becomes available.

   c) Assessment reports are finalized and submitted electronically at the end of the
      assessment cycle.

   d) The President's Leadership Team is responsible for establishing the assessment
      reporting calendar.

   e) The Office of Institutional Research, Planning, and Effectiveness is responsible
      for maintaining the assessment template, 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. <u>**Institutional Scorecard**</u>
   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.