Pitt Community College General Planning Timeline

Assessing institutional effectiveness (IE) is a cyclical process. An illustration of the College's annual institutional effectiveness cycle is provided to generally depict the sequence of recurring IE processual tasks (Boone, 1992) within the IE process. These tasks are directly related to compliance with SACSCOC requirements and standards relating to *Student Achievement.*

As is known, events and instruction do not always occur in a linear and orderly a fashion. It is recognized that planning and assessment at Pitt Community College takes place in countless encounters, discussions and meetings during the ordinary workday and throughout the year. Using information and data to make decisions is continuous. Nevertheless, a formal cycle is required primarily to capture, organize, synthesize, and document the results of these on-going exchanges. PCC uses an online accountability management system (***Campus Labs***) to document compliance for SACSCOC *Student Achievement* standards.

Deadline to Complete Planning / Assessment Reporting: *End of September*

November
Beginning point of the College's Planning and Assessment Year.

Planning Year is November - October

January - June Tasks
- Monitor monthly work to ensure outcomes statements, benchmarks, and assessments are up-to-date for the planning year.
- Meet with your supervisor to review the material and planning outcomes for the year.
- Input evidence as available to show results and conclusions and if benchmarks are met.

November	December	January	February	March	April	May	June	July	August	September	October

July-September Tasks
- Complete inputting evidence into all Program Learning Outcomes and Operational Outcomes (PLOs & OPOs). Specifically –
    1. Results & Conclusions
    2. Was benchmark met? (Y/N drop down choice)
    3. Describe Strategies to Improve. If none, comment for reader "Will monitor," or "No strategies at this time," or similar.
- Review all material to ensure that a reader (either your department chair, dean, director, VP) clearly understands the narrative and chain of evidence/reasoning presented for each outcome.

Reference: Boone, E.J. (1992). *Developing programs in adult education.* Prospect Heights, IL: Waveland Press Inc.