



Planning and Evaluation Tracking

College Year: 2010-2011

Division of: Assessment & Development **Person Responsible:** Danita McAnally

Department of: Outcomes Assessments, IR and Grants **Person Responsible:** Danita McAnally

Purpose Statement: "Create a culture for continuous improvement at Amarillo College."
(Revised 12-11-08)

Goal Statement #1: Guide AC in making evidence-based decisions. *(Goal revised in 2006 to reflect Strategic Plan through 2010's Goal 4 Strategy 4.1.)*

Objectives/Outcomes (including assessment tools and standards):

1.a. After prompting by email and providing training if needed, employees in each department will show results, use of results, and one area of improvement for at least one outcome. (REVISED 2010)

Results:

Instructional-

Of PET forms submitted, 98% have at least one outcome (40/41) and 83% are using the PET form to make some type of improvement (34/39).

41/62 PET forms were submitted for 2009-2010

Non-Instructional –

Of PET forms submitted, 85% have at least one outcome (33/39) and 64% are using the PET form to make some type of improvement (25/39)

35/39 PET forms were submitted for 2009-2010

Use of Results (including improvements and revisions):

Analysis:

While we are making improvements on the quality of the PET form, we have a serious issue with submission of PET forms in a timely manner. The ITT Division and Sciences and Engineering Division did not submit a single PET form for this year.

In regard to quality, the Office of A&D did implement the practice of providing response forms to some struggling non-instructional areas.

Plan of Action:

The plan at this time is to schedule a meeting with the Department Chairs individually and discuss what needs to be done to ensure PET forms are completed in a timely manner. The Office of Assessment and Development is going to send out weekly reminders to turn in PET forms. Once the PET form deadline has been reached, A&D will contact Department Division chairs on a weekly basis until the PET form is turned in.

Objectives/Outcomes (including assessment tools and standards):

1.b. After providing a menu of data options, the number of users viewing data within IR web page will increase. *(Close out this objective in 2010-2011 as it is an output rather than an outcome).*

Results: Unable to provide results at this time. We will instead turn our focus toward increasing ease of web site navigation.

Use of Results (including improvements and revisions):

Analysis:

Plan of Action

Goal Statement #2: Secure new sources of revenue.

Objectives/Outcomes (including assessment tools and standards):

2.a. Increase the institution's grants and major contracts revenue by greater than the previous year. *(Output established in 10/2006 to reflect Strategic Plan's Goal 9 Strategy 9.2; Output extended in 12/2010 to support Strategic Plan Goal 3.1.1.)*

Results:

There was a 1.2% decrease in grant/contract funding between Fy2010 and Fy2009 (2% decrease in grants and 1% increase in contracts).

Use of Results (including improvements and revisions):

Analysis:

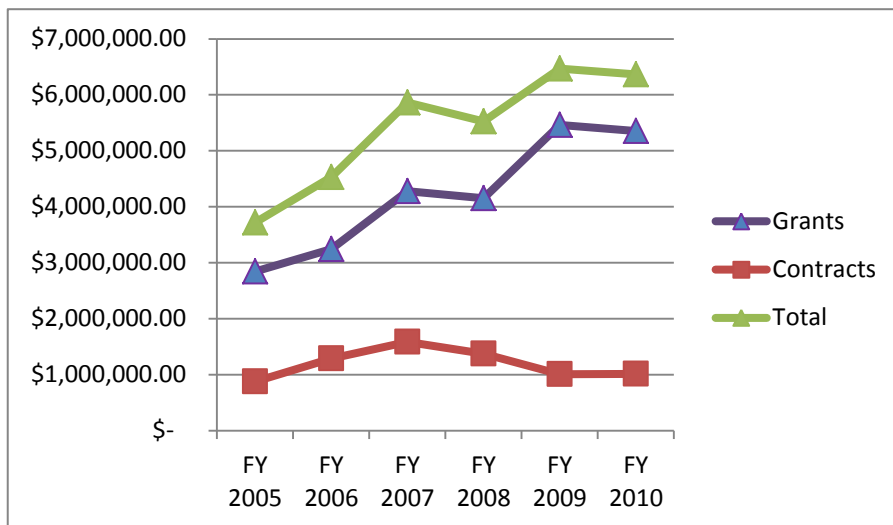
The Office of Grants submitted 21 proposals during Fy2010 (11 state and 10 federal), achieving an 85% award success rate (n = 17 out of 20). All 11 state and 6 of the federal proposals were awarded with 1 federal proposal pending. In all, AC was awarded \$11,572,233 in external funding during Fy2010.

Per the American Association of Community College, the average community college receives approximately 50% of the grant proposals it submits.

AC was awarded 1 federal proposal, Title V, after the end of Fy2010. Title V began in October 2010 and will add \$3.2 million in external funding to AC. This external funding will be reflected in the Fy2011 external funding report. Since Fy2005, grants and contracts have grown 188%. See table below.

Improvements from PET 2009-2010:

The Office of Grants submitted three times as many grant proposals (federal and state)



Plan of Action:

The Office of Grants will accomplish the following in Fy2011 to increase grants and contracts:

- 1) Develop “white papers” based on Grants and Contracts Targets List. The “white papers” will include research, projected costs, data and faculty need/input. The reasoning for developing the white papers is two-fold:
 - a. Recent economic downturn which could negative affect federal, state and private external funding resources; and,
 - b. Capacity of the institution to manage more than 20 external funding programs.
- 2) Submit a minimum of 2 federal and 2 state/private grants seeking new revenue opportunities. The proposals submitted will be based on the “white papers”.
- 3) Research grant/contract opportunities weekly by monitoring all federal and state RFPs, Grants.gov and BIG Online Search database.

Objectives/Outcomes (including assessment tools and standards):

2.b. AC's Single Audit will have no more than two programmatic findings related to federal/state grants. (New outcome - March 2010)

Results:

Unable to provide results at this time. The Single Audit for Fy2010 has not been completed as of November 11, 2010.

Use of Results (including improvements and revisions):

Analysis:

Unable to analyze outcome since the Single Audit for Fy2010 has not been completed as of October 20, 2010.

Plan of Action:

The Office of Grants Compliance will enact the following preventative measures to limit the number of findings in AC's Single Audit.

1. Audit (internal) all AC federal/state grants annually.
2. Review all monthly and quarterly project performance reports.
3. Conduct project manager/director compliance and grant management training.
4. Monthly review of grants/contracts Time & Effort submissions.
5. Assist Grant Accounting with quarterly financial salary adjustments based on Time & Effort.

If a finding is reported on the AC Single Audit, the Office of Grants Compliance will enact the following measures to correct the finding.

1. Develop corrective action plan with grant Project Director/Manager and his/her reporting supervisor.
2. Based on timelines in corrective action plan, monitor progress and audit grant program to ensure implementation of correction measures.

Goal Statement #3: Student services and Office of Institutional Research (IR) staff will capture the primary intent for each student attending AC. (Strategic Plan through 2015 Goal 1 Strategy 1.1)

Objectives/Outcomes (including assessment tools and standards):

1. After completion of registration each semester, the Office of IR will provide aggregated data from Colleague about student intent. (Annually – 10/15/2010 – 10/15/2015)

Results:

IR is unable to implement this at this time.

Use of Results (including improvements and revisions):

Analysis:

Plan of Action:

Communicate with the Registrar's Office about how to collect and then retrieve the data in Colleague.

Goal Statement #4: Student services, academic support, and faculty will personally assist each student regarding available college and career opportunities. *(Strategic Plan through 2015 Goal 1 Strategy 1.1)*

Objectives/Outcomes (including assessment tools and standards):

1. Gender equity in the Workplace Team will assess the barriers to students enrolling and graduating in programs with low non-traditional gender. *(Annually – 11/30/2010 – 11/30/2015)*

Results: Unable to provide results at this time.

Use of Results (including improvements and revisions):

Analysis:

Plan of Action

Objectives/Outcomes (including assessment tools and standards):

2. Gender Equity in the Workplace Team will propose solutions to barriers by discipline area. *(Annually – 03/15/2010 – 03/15/2015)*

Results: Unable to provide results at this time.

Use of Results (including improvements and revisions):

Analysis:

Plan of Action