

PET Response Form

(2012-2013 Assessment Period)

PROGRAM	Advising Services
DIVISION	Student Affairs

MISSING PET DATA		
If you have collected any of the following data/information noted in the "Information Requested By Committee" column, please include that information in the "Program Information Provided" column. If the information requested is not applicable or was not collected, please provide this information in the appropriate column on your response form. Return a copy of this response form to kmw@actx.edu .		
PET FORM INFORMATION	INFORMATION REQUESTED BY COMMITTEE (IF APPLICABLE)	PROGRAM INFORMATION PROVIDED
Purpose Statement Was a purpose statement provided on the PET form? Yes / No		
Strategic Plan Was at least 1 PET Form goal and outcome based on the Strategic Plan? Yes / No		
No Excuses Was at least 1 PET Form goal and outcome based on "No Excuses"? Yes / No		
Direct Outcome Did the PET form include at least 1 direct outcome? Yes / No		
Results Were results provided for at least 1 PET objective/outcome? Yes / No <ul style="list-style-type: none"> • When results were provided, were needed #s and % information provided? Yes / No 		
Analysis Was at least 1 result analysis provided? Yes / No		
Improvements Was at least 1 improvement made? Yes / No <ul style="list-style-type: none"> • Was an improvement explanation given? Yes / No • Was budgetary information provided? Yes / No 		
Actions Was at least 1 action plan provided? Yes / No <ul style="list-style-type: none"> • Was a person designated as responsible? Yes / No • Was a plan timeframe provided? Yes / No • Was budgetary information provided? Yes / No 		

OVERALL COMMENTS

Strengths:

- Great job creating several student-centered outcomes.
- Goal 4 – Excellent follow through with A-E method and clearly direct.
- Outcomes are all obviously meaningful.
- A strong collaboration/partnership with other departments is evident throughout your form.

Slight Edits Made to PDF:

- A sample goal statement was added for you throughout your PET form, but please edit the form to fit your writing style. The goal statement is basically just a snapshot of what you hope to accomplish and the outcome/objective gets into the details.
- Your PET form has multiple links to the strategic plan/No Excuses, but these links were just added to your PDF form for you. Please edit the form to fit your writing style.

Edits for Your Consideration:

For your new goals that do not have data (Goals 1-3), you may consider going ahead and building in your action plan. For example, Outcome 1A's action plan could simply be something like "Meet with advisors to develop a survey of (10-20, no more than 50, or whatever you're thinking) questions and discuss how/when the survey will be administered." This way, someone who just glances at one section of your form, can clearly see what you hope to accomplish.