



## Planning and Evaluation Tracking

College Year: 2007-2008

Division of: Sciences & Engineering

Person Responsible: Jack B. Stanley

Department of: S&E - Division Office

Person Responsible: Jack B. Stanley

**Purpose Statement:** Advocate for the division within the college community for problem solving, communicating and coordinating.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Better communication between division office and departments.	1. After attending two (2) division events this year. Each employee of the division will interview three (3) colleagues who they do not know and complete a meet and greet form that reveals a fact about each individual.	1.	1.
2. Meet both department and administrative deadlines.	2. After attending a training session about division booklists, all full-time faculty will provide an accurate and timely booklist for their courses - as measured by the standardized booklist form.	2.	2.

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revised 8/1/05