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**SUBMISSION GUIDELINES FOR PET FORMS
Submission Deadline: October 15th**

**MAJOR CHANGE TO PET FORM:**

**At least 1 goal and 1 outcome on your PET form must be directly from the** [**Strategic Plan**](http://www.actx.edu/strategic/files/filecabinet/folder4/Strategic_Plan_Through_2015.pdf) **(citation needed).**

* + - Your cabinet member has already been assigned Strategic Plan responsibilities (see 4th column - “President’s Cabinet Member Responsible” of Strategic Plan) and a timeline (see 3rd column - “Deadlines” of Strategic Plan) for each division.
		- Copy the key Strategy (1st column of Strategic Plan) into your form as your Goal Statement.
		- Copy the key task/s (2nd column of Strategic Plan) into your form as your Outcome Statement/s.
		- You may use the same wording provided by the Strategic Plan or you may add additional information to your outcome (e.g. benchmark) so that your results can be easily assessed and improvements can be measured.

**Example:**

The Assessment and Development Division has been specifically assigned to address Strategy 1.1.; Task 1.1.4.1. (Deadline set: Annual from 6/30/11-6/30/2015 and assigned by Dean of Assessment and Development & Vice President of Academic Affairs Cabinet Member per the Strategic Plan).

Sample PET form citation for Strategy 1.1; Task 1.1.4.1:

* **Goal Statement #1:**

*Adjust instruction and services based on assessment data (AC Strategic Plan through 2015: Strategy 1.1).*

* **Outcome/Objective Statement
(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

*Upon the completion of each spring semester, the Gender Equity in the Workplace Team will assess all of the barriers to students enrolling and graduating in programs with low non-traditional gender as reported by female students in male-dominated professions on a student survey (AC Strategic Plan through 2015: Task 1.1.4.1).*

* + - Note: The only change made to the Strategic Plan’s wording was that the statement was expanded (note

underlined portions) to follow the [A-E model](http://www.actx.edu/iea/filecabinet/104) so that the outcome intent is clear and the results are measurable.

**SUBMISSION PROCESS OUTLINE:**

A minimum of the following must be included on your submitted form:

* **At least** **1 goal and outcome (cited as shown in the above example)** that directly echo the **Strategic Plan.**
* **At least 1 direct outcome** (change in student’s/client’s knowledge, skill, expertise, attitude, or behavior.)
* **At least 1 set of results**
* **At least 1 improvement** made in the past academic year based on previous PET results
* **At least 1 plan of action (change that you will implement)** for the upcoming year

**RESOURCES:**

* Refer to “Writing Outcomes”- Instructional or [Non-Instructional](http://sites.actx.edu/~iresearch/Presentation/20050921%20%28Danita%29%20Writing%20Outcomes%20-%20Non-Instr.%20UPDATED.pdf)  PowerPoint for assistance writing outcomes.
* Contact Kristin McDonald Willey, Assessments Coordinator with any questions (kmw@actx.edu) or ext. 5420.

**REMINDERS:**

* As AC continues to improve, your department’s improvements and action plans are very important.
* Your feedback is vital to Amarillo College’s success.