



# Amarillo College 2011-2012 Planning and Evaluation Tracking Form Response Form Compilation

**DIVISION OF PLANNING & ADVANCEMENT  
OFFICE OF OUTCOMES ASSESSMENT**

Summer 2012 Data Compilation  
Based on Information Provided in 2011-2012 PET Forms

## Methodology

Each academic (instructional) and non-academic (non-instructional) area that submits a Planning and Evaluation Tracking (PET) form will receive a response form that will aid in future outcome/objective and programmatic improvements. Upon receiving the response form, each program has the opportunity to make any needed adjustments to their PET form. The response forms contained in this document coincide with the final, submitted PET form that can be reached by clicking on the hyperlink provided in the “PROGRAM” row at the top of each response form.

## Results

The 2011-2012 spreadsheets and reports that contain the summative data and information related to each response form can be accessed from the [Planning and Evaluation Tracking Web page](#).

### **Instructional**

21 of 61 (34%) of the instructional PET response forms were evaluated by the Instructional Assessment Committee. However, the Assessments Coordinator reviewed committee-evaluated forms for accuracy and added some additional comments when needed. The Assessments Coordinator also evaluated the remaining PET forms.

As a result of the response forms, 7 programs (11%) provided updated/corrected information.

### **Non-Instructional**

15 of 29 (52%) of the non-instructional PET response forms were evaluated by the Non-Instructional Assessment Committee. However, the Assessments Coordinator reviewed committee-evaluated forms for accuracy and added some additional comments when needed. The Assessments Coordinator also evaluated the remaining PET forms.

As a result of the response forms, 3 programs (11%) provided updated/corrected information.

## Sources

- [PET Methodology](#)
- [Planning and Evaluation Tracking \(PET\) Web page](#)
- [2011-2012 Planning and Evaluation Tracking \(PET\) Forms](#)
- [2011-2012 Instructional PET Form Data](#)
- [2011-2012 Non-Instructional PET Form Data](#)

# 2011-2012 PET Response Forms

## INSTRUCTIONAL PET RESPONSE FORMS

<a href="#"><u>Access Learning Center</u>*</a>	<a href="#"><u>Art</u>*</a>	<a href="#"><u>Associate Degree Nursing</u>*</a>
<a href="#"><u>Autobody Collision Repairs</u>*</a>	<a href="#"><u>Automotive</u>*</a>	<a href="#"><u>Aviation and Aerospace Bell</u>*</a>
<a href="#"><u>Behavioral Sciences</u></a>	<a href="#"><u>Biology Sciences</u></a>	<a href="#"><u>Business Administration</u></a>
<a href="#"><u>Child Development/Early Childhood</u></a>	<a href="#"><u>Computer Information Systems</u></a>	<a href="#"><u>Criminal Justice</u>*</a>
<a href="#"><u>Dental Assisting</u>*</a>	<a href="#"><u>Dental Hygiene</u>*</a>	<a href="#"><u>Developmental English</u>*</a>
<a href="#"><u>Dev. Math/Math/Engineering</u></a>	<a href="#"><u>Diesel</u>*</a>	<a href="#"><u>Drafting</u></a>
<a href="#"><u>Education</u></a>	<a href="#"><u>Electronic System Technology</u></a>	<a href="#"><u>Emergency Medical Services Professions</u></a>
<a href="#"><u>English</u></a>	<a href="#"><u>English as a Second Language</u></a>	<a href="#"><u>Fire Protection</u></a>
<a href="#"><u>Fitness and Life Services</u></a>	<a href="#"><u>Graphic Design</u>*</a>	<a href="#"><u>Honors</u>*</a>
<a href="#"><u>Humanities</u>*</a>	<a href="#"><u>Instrum. Control/Renew. Energy</u>*</a>	<a href="#"><u>Interior Design</u>*</a>
<a href="#"><u>Licensed Vocational Nurse</u>*</a>	<a href="#"><u>Management</u>*</a>	<a href="#"><u>Manufacturing Programs</u>*</a>
<a href="#"><u>Mass Communications</u></a>	<a href="#"><u>Medical Data Specialist</u></a>	<a href="#"><u>Medical Lab Technology</u></a>
<a href="#"><u>Modern Languages</u>*</a>	<a href="#"><u>Mortuary Science</u></a>	<a href="#"><u>Music</u></a>
<a href="#"><u>Nuclear Medicine</u></a>	<a href="#"><u>Occupational Therapy</u></a>	<a href="#"><u>Office Administration</u></a>
<a href="#"><u>Paralegal</u></a>	<a href="#"><u>Pharmacy Technology</u></a>	<a href="#"><u>Photography</u></a>
<a href="#"><u>Physical Science</u></a>	<a href="#"><u>Physical Therapist Assistant</u></a>	<a href="#"><u>Professional Truck Operations</u></a>
<a href="#"><u>Radiation Therapy</u></a>	<a href="#"><u>Radiography</u></a>	<a href="#"><u>Reading</u></a>
<a href="#"><u>Religion (Not Submitted)</u></a>	<a href="#"><u>Respiratory Care</u></a>	<a href="#"><u>Safety/Environmental Technology</u></a>
<a href="#"><u>Social Sciences</u>*</a>	<a href="#"><u>Sonography (Not Submitted)</u></a>	<a href="#"><u>Speech</u></a>
<a href="#"><u>Substance Abuse Counseling</u></a>	<a href="#"><u>Surgical Technology</u></a>	<a href="#"><u>Theatre</u></a>
<a href="#"><u>Utility Power Worker</u></a>		

\* Each instructional program with an asterisk beside it was evaluated by the instructional assessment committee. Beginning in 2012-2013, the instructional assessment committee will assess all instructional PET forms.

## NON-INSTRUCTIONAL (NI) PET RESPONSE FORMS

<a href="#"><u>Administrative Services/Property Mgmt.</u></a>	<a href="#"><u>Advising (Not Submitted)</u></a>	<a href="#"><u>Bookstores</u>*</a>
<a href="#"><u>Business Office</u>*</a>	<a href="#"><u>Center for Teaching and Learning</u>*</a>	<a href="#"><u>Child Development Lab</u>*</a>
<a href="#"><u>College Relations</u>*</a>	<a href="#"><u>Community Link</u>*</a>	<a href="#"><u>Continuing Education</u>*</a>
<a href="#"><u>Customer Services</u></a>	<a href="#"><u>DisAbility Services</u>*</a>	<a href="#"><u>External Technical Training</u>*</a>
<a href="#"><u>Financial Aid</u></a>	<a href="#"><u>Hereford Campus (Not Submitted)</u></a>	<a href="#"><u>Human Resources</u></a>
<a href="#"><u>Information Tech. Services (Not Submitted)</u></a>	<a href="#"><u>KACV-FM</u>*</a>	<a href="#"><u>KACV-TV</u>*</a>
<a href="#"><u>Library</u></a>	<a href="#"><u>Moore County Campus</u></a>	<a href="#"><u>Personal Enrichment</u></a>
<a href="#"><u>Planning &amp; Advancement</u>*</a>	<a href="#"><u>Physical Plant</u></a>	<a href="#"><u>Police and Emergency Services</u>*</a>
<a href="#"><u>Purchasing</u></a>	<a href="#"><u>Registrar's Office</u></a>	<a href="#"><u>Student Life</u>*</a>
<a href="#"><u>Testing</u></a>	<a href="#"><u>Tutoring</u>*</a>	

\* Each non-instructional program with an asterisk beside it was evaluated by the non-instructional assessment committee. Beginning in 2012-2013, the non-instructional assessment committee will assess all non-instructional PET forms.

# INSTRUCTIONAL PET RESPONSE FORMS

## PET Response Form (2011-2012 Assessment Period)

PROGRAM	<a href="#">Access Learning Center</a>
DIVISION	Academic Success

### MISSING PET DATA

If you have collected any of the following data/information noted in the "Needed Information" field, please include that information in the "Department Information" field and return a copy of this response form to [kmw@actx.edu](mailto:kmw@actx.edu).

If the "Needed Information" is not applicable or was not collected, no action is necessary.

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	When was your purpose statement last updated/reviewed?	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	How do you plan to evaluate Goal 1/Outcome 1 (e.g. ACCUPLACER, readiness exam grades, etc.)?	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>	Goal 2/Outcome 1 – What do your numbers represent? Is the data following 2009-2010 actually fall to fall comparison data and the data following 2010-2011 actually spring to spring comparison data?  475 = 463 = 390 = 383 =	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>	On Goal 4/Outcome 1, additional information could prove helpful in showing your department's role in increasing student success in future math courses. For instance, include in your outcome statement and/or analysis more information that shows what it is that the BASM 0202 and BASM 0302 courses are doing that helps students be successful in future math courses. Do you teach study skills? Do you encourage tutoring? Etc.	
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

### OVERALL COMMENTS

- Good job with Strategic Plan link – Note: The way your Strategic Plan was cited was just slightly altered to fit the format of the other PET forms.
- Goal Statement 2/Outcome 1 – This goal/outcome was slightly tweaked so that it goes from a broad statement (goal) to a more specific statement (outcome).
- You have a very well-rounded PET form (institution/community-centered goal, student-centered goal, program-centered goal, and No Excuses-centered goal). Good job!

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Art (Fine Art)</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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If the "Needed Information" is not applicable or was not collected, no action is necessary.

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	<p>Note: Last updated date was not listed so a last reviewed date of fall 2011 was added based on the form's submission date –you can feel free to edit the last updated/reviewed information as you see fit.</p>	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – A few minor tweaks were made to Goal 2 (e.g. the Strategic Plan task was connected to the outcome statement) so that this program's form matches the other forms' format.
- Outcome/Results/Analysis – Some of your information was slightly moved around so that it fit into the pattern that the reviewers will be expecting (e.g. your benchmarks were moved into the "Outcome" area, your numbers/percentages you provided were moved into the results area, and any evaluations of whether or not the results were conclusive were moved into the analysis area.)
- Great job of linking the budget to the PET form.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Nursing (Associate Degree)</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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If the "Needed Information" is not applicable or was not collected, no action is necessary.

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

Great job! Your PET form incorporates strategic plan, student-centered, and No Excuses-centered initiatives.

Your students are so successful that the only suggestions would be as follows:

- If there is a course/courses within the ADN program or a particular area within the ADN program where students particularly struggle, you may wish to consider adding an outcome for that course/area.
- You may wish to consider raising your benchmarks (e.g. on Goal 3, Outcome 1, if employment rate maintenance is a goal, then you could relatively safely raise your benchmark to 90% based on past PET results. If you wish to aim for the stars, then 95% would be a huge accomplishment to reach).

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Autobody Collision Repair</a>
DIVISION	CTE

**MISSING PET DATA**

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If the "Needed Information" is not applicable or was not collected, no action is necessary.

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: Based on the time of the PET submission, a last reviewed date of fall 2011 was added to your purpose statement. However, this can be edited to reflect the true last updated/reviewed date.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / <b>No</b></li> </ul>	<ul style="list-style-type: none"> <li>For next year, make sure your outcomes and results clearly connect. For example, your outcome was focused on employment, but your result data was for completers.</li> <li>Please provide program completer numbers in addition to percentages.</li> </ul> <p>(Note – Missing employment information was added for you based on THECB data and your outcome statements were tweaked to include both tracking for completers and employment, but you will want to check the form for accuracy and to assure that this is information that is important to you that you would like to evaluate in the future.) Please send any corrected benchmark information to <a href="mailto:kmw@actx.edu">kmw@actx.edu</a> and/or correct and resend form.</p>	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / <b>No</b></li> <li>Was improvement explanation given? <b>Yes</b> / <b>No</b></li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> </ul>	What improvements has your program made in the past to aid in student completion or employment? (Hint – This PET form's action will be an improvement next year.)	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Your program's goal/outcome do link to the strategic plan. However, your strategic plan information was tweaked to reflect the employment pathway's information detailed in the Strategic Plan rather than the outcomes-driven information because your outcome statement and resulting data focuses on employment/credential attainment rather than program-specific outcomes.
- Action Plan – For next year, remember to keep everything tied to your outcome statement. For example, a sentence or two in your action plan explaining how you expect acquiring training equipment to aid in student completers and/or employment would emphasize why the training equipment is needed.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Automotive</a>
DIVISION	CTE

**MISSING PET DATA**

If you have collected any of the following data/information noted in the "Needed Information" field, please include that information in the "Department Information" field and return a copy of this response form to [kmw@actx.edu](mailto:kmw@actx.edu).

If the "Needed Information" is not applicable or was not collected, no action is necessary.

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: Based on the time of the PET submission, a last reviewed date of fall 2011 was added to your purpose statement. However, this can be edited to reflect the true last updated/reviewed date.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / <b>No</b></li> </ul>	<ul style="list-style-type: none"> <li>For next year, make sure your outcomes and results clearly connect. For example, your outcome was focused on employment, but your result data was for completers.</li> <li>Please provide program completer numbers in addition to percentages.</li> </ul> <p>(Note – Missing employment information was added for you based on THECB data and your outcome statements were tweaked to include both tracking for completers and employment, but you will want to check the form for accuracy and to assure that this is information that is important to you that you would like to evaluate in the future. Your benchmark for completion/graduation was set to the lowest number provided on your PET form -65%.) Please send <a href="mailto:kmw@actx.edu">kmw@actx.edu</a> any corrected benchmark information and/or correct and resend form.</p>	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	For next year, tie improvement to how it helped your program meet their goal of student credential attainment and/or employment. Also, information on what type of equipment/how much equipment was obtained would be helpful to a reviewer.	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	For next year, expand the explanation for your plan of action. What improvements will you make? What training equipment will you seek to update?	

**OVERALL COMMENTS**

- Strategic Plan – Your program's goal/outcome do link to the strategic plan. However, your strategic plan information was tweaked to reflect the employment pathway's information detailed in the Strategic Plan rather than the outcomes-driven information because your outcome statement and resulting data focuses on employment/credential attainment rather than program-specific outcomes.
- Action Plan – For next year, remember to keep everything tied to your outcome statement. For example, a sentence or two in your improvements explaining how you expect the acquired training equipment to aid in student completers and/or employment would emphasize why the training equipment was needed.



**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Aviation and Aerospace Manufacturing</a>
DIVISION	CTE

**MISSING PET DATA**

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If the "Needed Information" is not applicable or was not collected, no action is necessary.

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes / No</b></li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes / No</b></li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes / No</b></li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes / No</b></li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes / No</b></li> <li>Were needed #s and %s /information provided? <b>Yes / No</b></li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes / No</b></li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes / No</b></li> <li>Was improvement explanation given? <b>Yes / No</b></li> <li>Was budgetary information provided? <b>Yes / No</b></li> </ul> <b>Note: No budgetary impact</b>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes / No</b></li> <li>Was a plan provided? <b>Yes / No</b></li> <li>Was a plan timeframe provided? <b>Yes / No</b></li> <li>Was budgetary information provided? <b>Yes / No</b></li> </ul> <b>Note: No budgetary impact</b>		

**OVERALL COMMENTS**

- Purpose Statement – Your purpose statement was tweaked to include a last reviewed date based on the date you submitted your PET form. You can alter this date to show a true "Last Updated and/or last reviewed" date as you see fit.
- Strategic Plan – None of the goals/outcomes were listed as being from the Strategic Plan. However, since not just one, but all of your goals/outcomes are clearly from the Strategic Plan, this information was added to the program's PET form for you.
- Results/Analysis – The Program could further clarify the results for the reviewer (e.g. Goal 3, Outcome 1: "6 out of 88 females entered the program" - does the number 88 come from students who had just indicated an interest in the program? And "0 out of 21 students completed the program" – is the number 21 based on students who should have been eligible for graduation based on entry date?)
- Improvements/Actions – As much explicit information as possible needs to be provided to the reviewer. For example, how has the program targeted nontraditional genders in the past and how does the program plan to target nontraditional genders in the future (e.g. flyers, e-mails, etc.)? How does the department aid in retention and transfer (e.g. is there an early alert system in place for students, are transfer opportunities advertised, etc)? How will the department encourage students to sit for FAA exams?
- Your PET form did a good job of incorporating goals/outcomes that are obviously important to the program, but also clearly support the Strategic Plan and No Excuses initiatives.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Behavioral Sciences</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- All of the information provided on the PET form gave a full picture of how your program evaluates student learning. However, some of the information was moved around on your PET form (e.g. Goal 1's outcomes) so that the information that the program hopes to accomplish is listed first rather than last or embedded in the outcome statement's text. The definition you provided for "statistically significant" in Goal 3 was also added to any part of your PET form that dealt with statistical significance. Please feel to reword the outcome statements to meet your needs.
- Improvement – Improvements are changes that have already occurred. Most often this year's action plans will be next year's improvements. On Goal 2, the information that was listed under both Improvements and Actions was removed from the Improvement's section because it had not yet occurred and was moved into the Actions section.
- Try to be as specific with benchmarks as possible (e.g. what constitutes "a much larger increase," "significant improvement", etc?).
- Overall, an extremely thorough PET form. Great job.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Biology</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? Yes / <b>No</b></li> </ul>	What would AC's Biology program like to accomplish? What is the purpose?	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? Yes / <b>No</b></li> </ul>	On next year's PET form, please also provide numerical information so that the reviewer can know if the success rate is 90% of 10 students or 100 students.	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul>	(Note: Although no past improvements were specifically listed as improvements on the PET form, the recommendations/actions section for outcome B indicates that the course was going through a Course Redesign process. As a result, a short statement was added as an improvement for the program under Outcome B. Please review for accuracy.)	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? Yes / <b>No</b></li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? Yes / <b>No</b></li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul>		

**OVERALL COMMENTS**

- Reformat – Since the two outcomes share a goal, the form's format was slightly altered. Please review PET form for accuracy.
- The Biology PET form tackles an excellent Strategic Plan objective.
- The program does a good job with creating outcomes, tracking percentage-based results, and providing an analysis of whether or not the outcome was met. However, next year's PET form, could really improve by focusing on improvements (past improvements made, analysis of if improvements successful, and budgetary costs associate with improvement) and actions (who will complete the action, when will the action be completed, and are there costs associated with the action).

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Business Administration</a>
DIVISION	CTE

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: A last reviewed date was added for you based on your PET submission date, but feel free to revise this date as you see fit.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s / information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Your PET goals/outcomes that linked to the Strategic Plan were slightly tweaked. For example, Goal 1, Outcome 1 is clearly from the Strategic Plan, but it appears to most align with task 1.5.1.2.1 (CTE offering of credentials) rather than student learning outcomes.
- Improvements – Improvements are things that your program has done in the past in order to meet your goals/outcomes. As a result, goal 1 was slightly tweaked for you to reflect the intended purpose.
- Results – Just to help avoid any chance of confusion, a heading was added to your Goal 2 results. For next year, you may consider adding another outcome statement that involves the benchmark for how much you expect students to improve (pre to post-test comparison) since this is data you are already collecting.
- Actions – For next year, try to be as specific as possible (e.g. "the department will look for ways..." could transform into "the department will meet X many times to discuss ways..." or whatever you plan to do in order to increase or discuss plans to increase student success.
- Great job incorporating a No Excuses initiative (Degree Attainment) and Strategic Plan initiatives.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Child Development/ECE</a>
DIVISION	Arts and Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: Last reviewed date added for you based on date PET submitted.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was there at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul> <p>Budget indirectly referenced with mention of speaker donation of time.</p>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul> <p>Budget was not referenced</p>		

**OVERALL COMMENTS**

- Strategic Plan – Great Strategic Plan link. Note: Strategic Plan link information added to PET form for you.
- Improvements – Improvements are things the program did in the past to help them meet their outcome. As a result, some information was moved around in the PET form. For example, on Goal 4, information under the Results section was moved to an Improvement section. The reason for the Improvement section is so that when a program has an “Action” listed for one year, the program can list how that action and how successful/not successful that action was the following year under the improvement’s section.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Computer Information Systems</a>
DIVISION	CTE

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	For next year, think about the purpose of your program and not the purpose of the form. What is the purpose of the CIS program (e.g. "To train students to...")? For this year, the words "for CIS students" were added to your form to make it more program specific. However, if you already have a program purpose statement, your PET form can still be edited to reflect the CIS program's purpose.	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? Yes / <b>No</b></li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Note: Some minor tweaks made to PET form (e.g. Goal 1, information from analysis copied down to improvements area).
- Great job at providing a thorough listing of results (including qualitative results), analysis, improvements, and actions.
- Direct Outcome: Direct outcomes are non-subjective ways (e.g. rubrics, checklists, standardized/locally developed exams, pre/post tests, etc.) that you can prove your student's or client's learned or experienced growth as a result of a particular class or your program as a whole. For next year, think how you can prove that your students have experienced a change in knowledge, skill, expertise, attitude, or behavior as a result of your program.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Criminal Justice</a>
DIVISION	Arts & Sciences

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>	<ul style="list-style-type: none"> <li>Goal 1, Outcome 1: How many graduate/transfer students (benchmark) would you like to have? The answer to this question could help you form an analysis.</li> <li>Goal 2, Outcome 2: What is your benchmark (e.g. projected demand for students seeking the TCLEOSE credit)?</li> </ul>	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	Goal 4, Outcome 1 – Did you completely discontinue the post cards? If so, that would be good information to include in your improvements along with how much money that saves your department. If not, then that would likewise be good information to include.	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Great incorporation of the Strategic Plan.
- Outcomes – Goal 1/Outcome 1 – A direct outcome demonstrates a change in a student’s/client’s knowledge, skills, expertise, attitude, or behavior. It can be assumed that your postcard may prompt (e.g. change the behavior) of students who would not have otherwise enrolled. However, your area needs to consider (especially with the elimination of this goal/outcome) whether or not there are any ways that you could capture a change in a student’s/client’s knowledge, skill, expertise, attitude, or behavior. How can you prove students learned or that something was gained by students who take a criminal justice class/classes? If you serve clients, how can you likewise prove they gained something knowledge, skill, or an expertise or that their attitude or behavior was effected. **Note:** A direct outcome cannot be subjective (e.g. one exam offered by one professor in one class would not be sufficient).
- Improvements – Although you did not include any information under “Improvements” on your form, this information was added for you. You had information under Recommendations/Actions that seemed better suited as an Improvement and was therefore moved for you.
- Actions – Great action plans.
- Good link to budget.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Dental Assisting</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	Goal 1, Outcome 1 – Who was responsible for aligning the WECM learning outcomes with AC’s DNTA learning outcomes this year? (NOTE: Information was copied from your outcome/objective statement to your “Recommendations/Actions” section.)	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Improvements – Goal 2’s improvement was removed (“**No improvements are needed at this time**”) because the statement didn’t focus on past improvements (2010-2011) made. However, your program did a very good job listing past improvements and evaluating why past improvements were or were not successful for Goal 3 and Goal 4.
- The PET form was nicely tied to the Strategic Plan.



**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Dental Hygiene</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
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<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	Goal 1, Outcome 1 – Who was responsible for aligning the WECM learning outcomes with AC's DHYG 1311 learning outcomes this year? (NOTE: Information was copied from your outcome/objective statement to your "Recommendations/Actions" section.)	NOTES: THE PROGRAM SENT A REVISED PET FORM REFLECTING NEEDED EDITS
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Minor tweaks were made to your form for clarification's sake (e.g. Goal 2's and 3's results were slightly reformatted).
- Analysis Sections – Your analysis sections said there were 28 original students, but your results said there were 27 original students. The percentages given suggest the "Results" contained the accurate number so the number 28 was changed to 27 in your Analysis sections.
- Great job tying No Excuses and direct student learning outcomes together under the umbrella of program effectiveness.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Developmental English</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- PET form clearly aligns with Strategic Plan
- Very thorough results (great breakdown between part and full-time faculty results)
- Suggestion – If 70% or more of your students continue to meet your desired score of 3, you may wish to consider raising your benchmark from 60% to 70%.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Developmental Math, Mathematics, and Engineering</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	(Note: Improvements refers to past improvements made by the program to help them reach their intended outcome. One section of your PET form was slightly rearranged to fit this definition. Please review for accuracy.)	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Goal/Outcome – The Strategic Plan link was slightly restructured to reflect the version from which it came. Also, information from the analysis section of Goal 2 was copied and pulled up into the outcome section because it's the outcome that identifies precisely what the program would like to accomplish and how they would like to accomplish the task. Please review for accuracy.
- Add Engineering Focus – Although it is evident that engineering faculty are involved in the math course planning process and that math courses are required for engineering students, the PET form should be expanded in the future to include at least one engineering focus that separates engineering students from basic, transfer and/or developmental math students. What would the engineering program like students to accomplish in a particular class/classes and/or what would the engineering program like their students to accomplish as a whole?
- VERY Thorough – Great job!

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Diesel</a>
DIVISION	CTE

**MISSING PET DATA**

If you have collected any of the following data/information noted in the "Needed Information" field, please include that information in the "Department Information" field and return a copy of this response form to [kmw@actx.edu](mailto:kmw@actx.edu).

If the "Needed Information" is not applicable or was not collected, no action is necessary.

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: Based on the time of the PET submission, a last reviewed date of fall 2011 was added to your purpose statement. However, this can be edited to reflect the true last updated/reviewed date.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / <b>No</b></li> </ul>	<ul style="list-style-type: none"> <li>For next year, make sure your outcomes and results clearly connect. For example, your outcome was focused on employment, but your result data was for completers.</li> <li>Please provide program completer numbers in addition to percentages.</li> </ul> <p>(Note – Missing employment information was added for you based on THECB data and your outcome statements were tweaked to include both tracking for completers and employment, but you will want to check the form for accuracy and to assure that this is information that is important to you that you would like to evaluate in the future. Your benchmark for completion was changed to match the completion benchmark you set for Autobody Collision Repair.) Please send <a href="mailto:kmw@actx.edu">kmw@actx.edu</a> any corrected benchmark information and/or correct and resend form.</p>	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	For next year, tie improvement to how it helped your program meet their goal of student credential attainment and/or employment. Also, information on what type of equipment/how much equipment was obtained would be helpful to a reviewer.	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	Likewise, expand explanation for your plan of action.	

**OVERALL COMMENTS**

- Strategic Plan – Your program's goal/outcome do link to the strategic plan. However, your strategic plan information was tweaked to reflect the employment pathway's information detailed in the Strategic Plan rather than the outcomes-driven information because your outcome statement and resulting data focuses on employment/credential attainment rather than program-specific outcomes.
- Action Plan – For next year, remember to keep everything tied to your outcome statement. For example, a sentence or two in your improvements explaining how you expect the acquired training equipment to aid in student completers and/or employment would emphasize why the training equipment was needed.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Drafting</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? Yes / <b>No</b></li> </ul>	What does your program hope to accomplish?	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>	(Note: For next year on Goal 3, a short response would be sufficient regarding how interviews were conducted and/or how many employer interviews were conducted for the year rather than numbers and percentages.)	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? Yes / <b>No</b></li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Strategic Plan links were added to your PET form for you.
- Missing Outcome – An outcome statement was not listed for Goal 1, Outcome 1 so this information was pulled off your 2010-2011 PET form. Please let the Assessments Coordinator know if the outcome statement has changed.
- Analysis – The analysis does not need to be long. Did you meet your benchmark? Was there anything worth note that had an effect on the results? Etc.
- For next year, please be as explicit as possible. For example, how does the assessment team determine a "proficient" attainment level? What is the true benchmark for the outcomes? Similarly, if more one-on-one contact occurred to help you meet an outcome, give information on how the contact occurred (more tutoring sessions offered, new student/instructor meeting requirements for instructors, etc.)
- Great link to institutional initiatives.

**Drafting Response:**

**Purpose:** The purpose of the Drafting Program at Amarillo college is to: provide training for local job market employment, not exclude any job market in the US and Overseas. The process will include both and certificate programs.

We are in constant contact with local employers by both telephone and on-site visits. We interview employers and graduate students as to whether our students were properly prepared for the job market. Employers such as Pantex, H.B. Zachery, Shiver Megert, and the City of Amarillo . are the most typically interviewed, but often contacts are made with several other employers in the Amarillo area.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Education</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: Last reviewed date added based on time of PET submission.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>	<ul style="list-style-type: none"> <li>Goal 2 – For next year, you can find AC Ethnic Data for graduates divided by program in Table 8D of the <a href="#">Databook</a></li> </ul>	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b> <b>Budget does not seem applicable</b></li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b> <b>Budget does not seem applicable</b></li> </ul>	<ul style="list-style-type: none"> <li>For next year, more specificity than “the department” would be helpful to the reviewer in knowing where to direct questions.</li> </ul>	

**OVERALL COMMENTS**

- Good job providing very thorough results and ample information regarding what the program hopes to accomplish.
- Notes
- Goal 2, Outcome 1 – The goal/outcome were basically swapped for you because the Goal is the broader statement and the outcome/objective it what gets down to what exactly it is you hope to accomplish. If the new outcome is not what you hope to achieve, please revise form to fit your needs.
  - Goal 5 – A shorter outcome statement sample was provided for you on your PET form because the audience (who would complete the action) was not provided until the bottom of the Results section. However, please feel free to revise form to fit your needs.
  - Goal 4 – the words “and Improvements” were added after the “Results” section so that it is clear to the reviewer that your program did make at least one improvement.
- Tip for Next Year
- Alignment – Make sure everything aligns. For example, Goal 1’s outcome deals with having enough courses for the completion of an education degree based on semester audits and transfer student comparisons to May graduates. However, the results and analysis sections do not include transfer comparison data/information or explicitly give numbers relating to whether or not enough classes were offered (e.g. Goal 1’s analysis only states that “...when graduation requests are processed very few education majors are missing...” which does not tell an exact number or the story of how long students may be having to wait to take needed classes).

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Electronic System Technology</a>
DIVISION	CTE

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? Yes / <b>No</b></li> </ul>	What is the goal of the Electronic System Technology program? What does this program hope to accomplish?	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was there at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	(Note: As long as the same final exam is given to all Electronic System Technology students, it could be considered a locally developed exam and work as a direct outcome.)	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? Yes / <b>No</b></li> <li>Were needed #s and %s /information provided? Yes / <b>No</b></li> </ul> <b>NOTE: NEW COORDINATOR SO NEW GOALS/OUTCOMES</b>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? Yes / <b>No</b></li> </ul> <b>NOTE: NEW COORDINATOR SO NEW GOALS/OUTCOMES</b>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? Yes / <b>No</b></li> <li>Was improvement explanation given? Yes / <b>No</b></li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul> <b>NOTE: NEW COORDINATOR SO NEW GOALS/OUTCOMES</b>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Great incorporation of the Strategic Plan.
- You may want to consider adding clarification to Goal 1, Outcome 1 either by rewording or dividing into two, separate outcomes (e.g. 1. "Upon completion of each spring semester faculty of Electronic Systems Department will assess any competencies identified by the advisory committee." 2. "Upon completion of whatever course or courses, students will demonstrate a mastery of 70% on a locally developed (national or whatever type of exam) exam.")

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Emergency Medical Services Profession Program</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / <b>No</b></li> <li>Was improvement explanation given? <b>Yes</b> / <b>No</b></li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul> <p><b>NOTE: UNKNOWN</b></p>	(See Overall Comments Section for description of what is intended for this section) Goal 1: Did the program do anything to try to get students to make more attempts (even if unsuccessful) such as sending a reminder to students to retake the exam? Did the program do anything else this past year to help students meet intended outcome (e.g. test preparation sessions)?	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Improvements – Improvements are intended to be a reflection of the action the program took in the previous year to attempt to reach the program's intended outcome. For instance, your 2011-2012 action plans for this year will fall under next year's improvement's section so that you can record and evaluate the action you've previously taken.
- Good integration of various assessment methods into PET form.



**PET Response Form**  
(2011-2012 Assessment Period)

DEPARTMENT	<a href="#">English</a>
DIVISION	Language, Comm, & Fine Arts

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement – Yes</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement?</li> </ul>	N/A	Minor changes were made to the PET form via e-mail discussions prior to the department's final PET submission.
<b>Outcome – Yes</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome <u>and</u> 1 outcome based on Strategic Plan?</li> <li>Was audience, behavior, condition, degree, and evaluation method included</li> </ul>	N/A	
<b>Results – Yes</b> <ul style="list-style-type: none"> <li>Were results provided?</li> <li>Were needed #s and %s provided?</li> </ul>	N/A	
<b>Analysis – Yes</b> <ul style="list-style-type: none"> <li>Was an analysis given?</li> </ul>	N/A	
<b>Improvements – Yes</b> <ul style="list-style-type: none"> <li>Were previous improvements made?</li> <li>Was improvement explanation given?</li> <li>Was budgetary information provided?</li> </ul>	N/A	
<b>Actions – Yes</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible?</li> <li>Was a plan provided?</li> <li>Was a plan timeframe provided?</li> <li>Was budgetary information provided?</li> </ul>	N/A	

**OVERALL COMMENTS**

The PET form met all of the 2011-2012 PET requirements and was easy to follow. I will discuss the fall 2012-2013 PET changes in the spring and fall PET trainings (to be announced), but I do want to give you advanced notice that Dr. Russell Lowery-Hart has requested that at least one [No Excuses](#) goal be incorporated into the instructional PET process so it is very likely that you will need to add a new goal and outcome to next year's form.

Thanks!

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">ESL</a>
DIVISION	Academic Success

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? Yes / <b>No</b></li> </ul>	What is the goal of the ESL program? What does the ESL program hope to accomplish?	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? Yes / <b>No</b></li> <li>Was improvement explanation given? Yes / <b>No</b></li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul>	(SEE COMMENTS)	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Great link to the Strategic Plan! (Note: The link was slightly reformatted to show the Strategic Plan version.)
- Raising the benchmark on Goal 2, is a good example of a program-based action. For next year's PET, this action can be moved into the improvement area as an improvement the program has made (e.g. raising the standards). For improvements/actions, virtually anything that the program has done the past year (improvements) or plans to do in the future (action) can work as an improvement/action such as changing curriculum, community outreach (Goal 1,) sending information to students on tutoring, etc.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Fire Protection</a>
DIVISION	CTE

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Purpose Statement – Note: Last reviewed date added based on time of PET submission.
- Strategic Plan – The PET form clearly includes strategies/tasks from the Strategic Plan. The location of the Strategic Plan information was added in parenthesis behind any Strategic Plan associated goals and outcomes.
- Results – A few of the results were tweaked to include past data that was included in the analysis section.
- Improvements/Actions – Goal 1 and 2 have a great, detailed improvement that clearly relates to the result and Goal 4 has a great, detailed action plan. Continue to think of ways to create more explicit action plans (e.g. Goal 3 could details some of the ways the program attempts "to reach female candidates."

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Fitness and Life Services</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: Last reviewed date added based on PET submission date.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – The PET form did a great job incorporating the Strategic Plan (Goal 4), but additional Strategic Plan links were added for Planning and Advancement office's purposes.
- Very thorough PET form with well documented past improvements and evident, good action plans.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Graphic Design</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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If the "Needed Information" is not applicable or was not collected, no action is necessary.

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	When was your purpose statement last updated?	Fall 2011
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	N/A	
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	<p>For Goal 2, Outcome 2: How will academic leadership ensure that students who complete the courses fulfilled the assigned student learning outcomes?</p> <p>For Goal 3, Outcome 3: How often (average) do faculty/staff seek input from the advisory board?</p> <p><u>No action needed, but please verify the following changes made to your PET form are accurate:</u></p> <ul style="list-style-type: none"> <li>What is Outcome 1's benchmark? A temporary benchmark of 70 was added to your first outcome because per your analysis that was a previous benchmark. However, unsure if this is still your goal.</li> <li>The changes were to change Goal 2 as coming from Strategy 1.1 and the Outcome as coming from Task 1.1.3. Similar changes were made with Goal 3 and Outcome 3.</li> </ul>	<p>Each semester, all faculty update their syllabi to insure they are following student learning outcomes required by the THECB in the Workforce Education Course Manual. The department chair reminds faculty to update their syllabi and reviews faculty syllabi each semester.</p> <p>Faculty meet with our Graphic Design Advisory Board once a year.</p> <p>Yes – 70 or higher is our benchmark.</p>
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

Great job! You met all of the PET requirements and have some very good improvements and action plans.

At your convenience, please provide the additionally requested information.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Honors</a>
DIVISION	Academic Success

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	When was your purpose statement last updated?	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? Yes / <b>No</b></li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	<p>A direct outcome must demonstrate a change in a student's/client's knowledge, skills, expertise, attitude, or behavior. Your first outcome was right on the cusp of being direct, but was program centered rather than student centered. A suggested change would be to re-modify it to be more student centered so that it is obvious that the outcome will cause a change in student behavior.</p> <p><b>Sample Change You Could Incorporate Into Your PET Form:</b> Upon the completion of recruitment efforts made by the Honor's Program to expand from 30 students to 100 students annually, the Honor's records will reflect that 70 more students than have historically joined the honor's program will seek to join the honor's organization by 2015 (AC Strategic Plan through 2015: Task 2.4.1).</p> <p>How would you like to modify your outcome statement?</p>	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s / information provided? <b>Yes</b> / No</li> </ul>	How do the results in Goal 3, Outcome 1 relate to the outcome/objective? It appears that the outcome is new so we recommend leaving this outcome's results, analysis, and improvements areas blank.	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- The Purpose Statement could be further clarified. Perhaps consider focusing only on Honor's goal rather than the division goal (e.g. make a purpose statement that reflects only how the Honor's program helps students excel).
- The Strategic Plan Goals/Outcomes were slightly restructured to reflect the Strategic Plan version from which they were taken.
- Results – When numbers/percentages do not apply, please feel free to just type a brief sentence or two that explains whether or not your outcome/objective was met. When numbers/percentages do apply, but a benchmark is not set in your outcome/objective statement, please feel free to explain what your findings represent. Note: The Instructional Assessment Committee attempted to make these changes for you, but you will want to verify the form for accuracy.
- Excellent incorporation of the Strategic Plan and No Excuses Plan into your PET form.
- Excellent past improvements and plans of action.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Humanities</a>
DIVISION	Arts and Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	<p>A direct outcome must demonstrate a change in a student's/client's knowledge, skills, expertise, attitude, or behavior. To be measurable your direct outcome must also have a clear audience, behavior, condition, degree, and evaluation method in place. As such...</p> <ul style="list-style-type: none"> <li>Please provide missing information/edits for Goal 1, Outcome 1 (see highlights on PET form).</li> <li>If you don't modify the outcome this year, for the future you may wish to expand on Goal 1, Outcome 2 (e.g. what is the student benchmark for success? and will the success be evaluated by a checklist, rubric, etc.?)</li> <li>What is the benchmark for Goal 2, Outcome 1?</li> <li>Is there a benchmark for Goal 2, Outcome 2 (e.g. will a rubric be used? Is there a set percentage of students you expect to demonstrate the minimum skills?)</li> </ul>	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / <b>No</b></li> <li>Were needed #s and %s /information provided? <b>Yes</b> / <b>No</b></li> </ul> <p><b>Note: New goals/outcomes</b></p>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / <b>No</b></li> </ul> <p><b>Note: New goals/outcomes</b></p>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – A citation was added to your PET form for Goal 1, Outcome 1
- The PET form contained the majority of the needed information and just needed a little bit of restructuring (Outcome/Objective = Specific statement as to what you will accomplish and how it will be accomplished; Analysis = What did the results tell you?; Improvements = What did my department do to improve this past year and help me reach my desired outcome?; Action = Based on newest results, what will my department do in future to continue to improve and help me reach my desired outcome? Your PET form has been restructured to reflect these new areas (please pay special attention to highlighted areas as you will likely wish to modify these areas, but please complete any final edits/clarifications before the form is published.
- Your area has a clear focus on student skill attainment.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Instrumentation Control and Renewable Energy (Wind, Solar, Instrumentation, and Electronics)</a>
DIVISION	Career and Technical

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / <b>No</b></li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	<p>A direct outcome must show a change in the knowledge, skills, expertise, attitude, or behavior of the student/client.</p> <p>Do you have a benchmark in mind for Outcome #3? If so, this would be easy to change to a direct outcome (e.g. Upon the completion of the instrumentation control programs, at least 95% <u>(or whatever benchmark is set)</u> of the graduates will take advantage of on-campus interviews.)</p> <p>Assuming that not many people currently interview, this outcome could show a change in student behavior that occurred because of a department intervention.</p>	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s / information provided? <b>Yes</b> / <b>No</b></li> </ul>	<ul style="list-style-type: none"> <li>Goal 1/Outcome 1 – Missing survey and feedback results</li> <li>Goal 2/Outcome 1 – Missing faculty/student feedback results</li> <li>Goal 3/Outcome 1 – More information could be provided (e.g. how many partners are calling/providing interviews)</li> </ul>	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul> <p>Note: Budget info. listed as N/A</p>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – The PET form contained multiple goals/outcomes from the Strategic Plan, but they were not cited (the citations have since been added to the PET form). However, this department does a very good job providing goals/outcomes that are obviously institutional priorities.
- Results – Goal 3, Outcome 3 had an acceptable result, but it was listed under the “Improvements” section so this information was copied and added to your results section.
- Improvements – Make sure that “Improvements” section is centered around changes made by department (the first outcome’s improvements section is a great example of a department-centered improvement).
- Actions – Good action plans!



**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Interior Design</a>
DIVISION	Arts and Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – The PET form lacked the Strategic Plan citation, but clearly incorporated Strategic Plan initiatives. The citation was added to your PET form for you.
- Results – It would be helpful for the reviewer to get a full picture of your program by including any information that would not be common knowledge in your form (e.g. Goal 1, Outcome 1 – Including what the state benchmark is in the results or analysis section; Goal 2, Outcome 1 – Briefly including what the selected CIDA requirements are for acceptance into a four-year CIDA-accredited program)
- Improvements – Obvious improvements have been made in the program
- Action – The program has an obvious plan of action

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Nursing – LVN</a>
DIVISION	Health Science

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Please note that there was nothing wrong with your Strategic Plan information, but it was just slightly reformatted to more closely align with other submitted PET forms. Also, even though you clearly met the requirement of having one outcome from the Strategic Plan, a citation was added for Goal 3/Outcome 1 since this too is from the Strategic Plan.
- Improvements – Make sure that past improvements clearly relate to outcome/objective statement (e.g. Goal 3, Outcome 1 – Make sure it’s clear to the viewer how admitting students based on a point system helps students meet the state benchmark for employment.) If health Sciences sends out notifications of position opening, houses on-campus interviews, etc., then these types of things would be ideal to list under Goal 3/Outcome 3’s improvements.  
Ideally, next year, your actions will become your improvements. For example, an Improvement for Goal 1, Outcome 1 next year can detail the alignment with BON standards, the test revisions, etc.
- Well done!

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Management</a>
DIVISION	Career and Technical Education

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	When was your purpose statement last updated/reviewed?	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? Yes / <b>No</b></li> <li>Was improvement explanation given? Yes / <b>No</b></li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul>	<u>Prompting Questions to Best Capture What You Already Do</u> <ul style="list-style-type: none"> <li>Goal 1/Outcome 1 – Did your department revise or meet to evaluate the test questions? Did your department change any type of teaching method that might have better helped students grasp the material? Etc.</li> <li>Goal 2/Outcome 1 – Did you department do anything to aid in student employment (e.g. notify students of position openings? have on-campus interviews? etc.)?</li> </ul>	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? Yes / <b>No</b></li> <li>Was a plan provided? Yes / <b>No</b></li> <li>Was a plan timeframe provided? Yes / <b>No</b></li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul>	<u>Prompting Questions to Best Capture What You Already Plan to Do</u> <ul style="list-style-type: none"> <li>Goal 1/Outcome 1 – Will your department meet to evaluate these questions next year? Will you change any teaching methods/lessons to help students better grasp the material? Etc.</li> <li>Goal 2/Outcome 1 – Will your department do anything specific to aid in employment efforts?</li> <li>Goal 3/Outcome 1 – What's your plan for checking the certificates/degrees to ensure students can sustain themselves?</li> </ul>	

**OVERALL COMMENTS**

- Purpose Statement – A little clarity could be added to increase campus-wide knowledge of the role that the management department fulfills (e.g. the use of the term "voice" may seem too vague to those not affiliated with your area).
- Strategic Plan – Good incorporation of the Strategic Plan
- No Excuses – Good incorporate on No Excuses initiative (e.g. Goal 3 – credential attainment)
- Outcomes – Obvious presence of direct outcome
- Improvements/Actions – Think about what you already do because your improvements/actions do not have to be huge changes/actions. Overall, we just need to capture the good work that your department does and plans to do to help students meet your goals. **For improvements**, we request at least one improvement your area made that helped students meet the outcome, an evaluation of why it was or wasn't successful, and any budgetary costs associated with the outcome. **For actions**, we request who will be responsible, the plan, when the plan will occur, and any budget costs associated with the plan.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Manufacturing Programs</a>
DIVISION	CTE

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Your PET form does a great job of including goals/outcomes that are obviously important to the department, but also clearly links to the Strategic Plan and fulfills the No Excuse's initiative.
- Improvements/Actions – A little more detail on your PET form would benefit the reviewer. For example, Goal 2, Outcome 1's action plan states that "relations with industry must be strengthened...". How do the "people responsible" for this action plan to strengthen these relationships (e.g. contact via e-mail once a month, more group meetings, etc.)?

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Mass Communications</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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If the "Needed Information" is not applicable or was not collected, no action is necessary.

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? Yes / <b>No</b></li> </ul>	What does AC's Mass Communication's department hope to accomplish? What is the purpose?	To provide instruction and hands-on training in media communications and to provide a forum for public discourse within the Amarillo College community.
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	(Note: A benchmark was added to Goal 1, Outcome 1.)	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? Yes / <b>No</b></li> </ul>	<p>Goal 2, Outcome B – Results were not included (note: your results were reformatted).</p> <p>Goal 3, Outcome – Results could be as short as the number of times the program met with the advisory committee and/or how many/which competencies were identified.</p>	<p>A focus group met on 5/5/12 to brainstorm strategic directions for Mass Communication and related fields. Topics included high-demand jobs, critical skills, possible partnerships, essential equipment &amp; alignment with WTAMU. Follow-up will involve Mass Communication faculty, Dr. Matney, Danita McAnally, Dr. Lowery-Hart and local industry professionals. Faculty will follow-up with some changes to curriculum to better train students, work more closely with local industry for internships and continue to expand on the relationship between the Visual Arts disciplines and Mass Communication. Faculty and students recognize the need for more involvement with professional organizations and we now have a Society of Professional Journalist chapter in partnership with WTAMU.</p> <p>Also, faculty and students are aware that publicity for student media publications and on-air reports remains a priority. <i>The Ranger</i> staff has promoted its publication through "The Morning Buzz" with some funding coming from Student Development. The AC <i>Current</i> staff held two Launch Parties, also partially funded by Student Development. Instructor Jill Gibson has promoted the AC Report through campus-wide emails.</p>
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

OVERALL COMMENTS
<ul style="list-style-type: none"><li>• Graduate Survey – The Office of Planning and Advancement (P&amp;A) may not be able to meet your needs, but please contact Kara Larkan-Skinner, Director of IR and IE regarding your graduate student survey. P&amp;A is in the process of revising the AC graduate student survey and is looking into adding a “Major” field so that individual results can be distributed to each department. Also, it helps the P&amp;A office to know what data is available so that all available information is included on SACS reports.</li><li>• Improvements – Because providing the results to faculty is done on an annual basis, this information was copied and included under the improvements for Goal 2. Basically an improvement is anything your program did to help you meet your goal. For example, this year’s actions will very likely be things you could include in next year’s improvements. Also, information was moved from Outcome statement 3 to the improvements section since these are things your program did to help you meet your outcome.</li><li>• Make sure everything clearly ties together. For example, is the budget information provided for Goal 3 something that was requested by the advisory committee (e.g. did they request more <i>AC Current/The Ranger</i> promotion)? If so, include this information to help justify the budget request/information.</li></ul>

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Medical Data Specialist</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: A last reviewed date was added based on your PET submission date)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s / information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Your Strategic Plan information was slightly tweaked so that you had a Strategic Plan task connected to your outcome.
- Improvements – As long as the program makes some action the year prior to the resulting year (e.g. if faculty meet to go over the review they provide to students and make any needed revisions before providing the review to students), then this type of information is absolutely fine to include as a past improvement or future action.
- IF** the practicum supervisor uses any kind of checklist, rubric, national guidelines, etc. to evaluate the students (Goal 2, Outcome 1 and Goal 3, Outcome 1), then this would be good information to include in your outcome statement so that it is clear that the evaluation is in no way subjective. However, if no checklist, rubric, etc. is used, then the outcome is correct as written.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Medical Laboratory Technology</a>
DIVISION	Allied Health

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Excellent link to Strategic Plan initiatives. However, so that what the program actually hopes to accomplish is the first thing the viewer sees, some things were adjusted in your PET form (e.g. on Goal 1, the Program Goal was moved ahead of the corresponding Strategic Plan Strategy).
- Very thorough PET form with excellent results, analysis, improvements, and actions.
- For next year, you may want to think about your link to the No Excuses initiatives. Most programs that include No Excuses information on the PET form do so more explicitly where the program has an outcome centered on something such as increasing retention rates and the results are actually tracking retention rates or whatever it was that their outcome was centered on in the results. If your outcomes are more implicitly focused on areas that are not as explicit, but do support graduation rates, retention rates, etc. you may want to tie how your outcomes/objectives help fulfill the No Excuses initiatives in the Analysis section or another section on the PET form.



**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Modern Languages</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? Yes / <b>No</b></li> <li>Were needed #s and %s /information provided? Yes / <b>No</b></li> </ul> <b>NOTE: NEW GOAL/OUTCOME</b>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? Yes / <b>No</b></li> </ul> <b>NOTE: NEW GOAL/OUTCOME</b>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? Yes / <b>No</b></li> <li>Was improvement explanation given? Yes / <b>No</b></li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul> <b>NOTE: NEW GOAL/OUTCOME</b>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Purpose Statement – The last updated/reviewed date was not present so the following note was added: (Last Reviewed Fall 2011) based on the submission time of the PET form. However, the last updated/reviewed date can be changed to state whatever you deem appropriate.
- As a reminder, a No Excuses goal/outcome must also be incorporated into the 2012-2013 PET forms.
- Good job!

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Mortuary Sciences</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: Last reviewed date added based on PET form submission date.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	(NOTE: N/A Added after each budget section for you.)	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	(NOTE: N/A Added after each budget section for you.)	

**OVERALL COMMENTS**

- Strategic Plan – The Strategic Plan link was slightly modified to reflect the Strategic Plan version from which it came.
- Reformat – Goal 3's outcome was slightly rewritten based on the information provided so that what the program hopes to achieve is clear. Feel free, however, to rewrite the statement to meet your needs. Also, information was copied and pasted into the improvements section since it involves the quality of your program's "C" or higher students.
- Very well rounded PET form (student learning outcome, No Excuses Goal, Strategic Plan Goal, etc.)

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Music</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Goal 3's Strategic Plan had slight tweaks made to the format to reflect the version of the Strategic Plan from which your Goal/Outcome was taken.
- Good incorporation of student learning outcomes and Strategic Plan initiatives.

**PET Response Form**  
(2011-2012 Assessment Period)

DEPARTMENT	<a href="#">Nuclear Medicine Technology</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome and 1 outcome based on Strategic Plan? <b>-Yes</b></li> <li>Was audience, behavior, condition, degree, and evaluation method included – <b>Mostly</b></li> </ul>	<b>(Notes: I reworked the strategic plan wording a little bit and made a few suggested wording changes for one of the outcome statements to make it more student focused; suggested changes highlighted yellow)</b>	<b>Changes made/accepted as noted-10/12/11 (Mark Rowh)</b>
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>-Yes</b></li> <li>Were #s and %s provided? <b>-Yes</b></li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>-Yes</b></li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>-Yes</b></li> <li>Was improvement explanation given? <b>-Yes</b></li> <li>Was budgetary information provided? <b>-N/A</b></li> </ul>	<b>(Note: Goal 1 improvements—I suggest you move the information on rigor from the evaluation of improvements to the improvements made section; suggested changes made in yellow)</b>	<b>Changes made/accepted as noted-10/12/11 (Mark Rowh)</b>
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>-Yes</b></li> <li>Was a plan provided? <b>-Yes</b></li> <li>Was a plan timeframe provided? <b>-Yes</b></li> <li>Was budgetary information provided? <b>-N/A</b></li> </ul>		

**OVERALL COMMENTS**

Mark- I think your form was great and very thorough. I made some suggestions on your form (see notes listed under "Needed Information" above). Please review the suggestions and let me know what you think. I reformatted your one student-centered (as opposed to program-centered) outcome statement (Outcome #3) so that all of the A-E components are listed under the outcome statement.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Occupational Therapy</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Note: Good link to Strategic Plan, but the link information was slightly tweaked to reflect the Strategic Plan version and task.
- Improvements – Great improvements. Note: Goal 1's Analysis was moved to the Improvement area and the information that was in the Improvements was moved to the Action area since it hasn't yet occurred.
- Great job incorporating in multiple initiatives (student learning outcomes, No Excuses, and Strategic Plan).
- You have good, reasonable outcomes. One possible area for improvements is that you could further strengthen your outcome statements by examining your current intervention strategies and deciding if there are any other outcome statements with which you would like to work in the department's planned intervention strategy. For example, Goal 1, Outcome 1 could become something like "Upon attending an event geared toward applicant concerns, 100% of the attendees will enroll...". Goal 4, Outcome 1 and Goal 5, Outcome 1 a good job of this because it is clear that the student will accomplish a task because of something you've done (e.g. Goal 4- graduating so they've obviously been through the program; Goal 5- end of course). However, again, your overall outcomes are great and this would be a recommendation that you could take or leave.

**PET Response Form  
(2011-2012 Assessment Period)**

DEPARTMENT	<a href="#">Office Administration</a>
DIVISION	Business

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome <u>and</u> 1 outcome based on Strategic Plan? –<b>Yes</b></li> <li>Was audience, behavior, condition, degree, and evaluation method included – <b>Yes</b></li> </ul>	N/A	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? – <b>Yes</b></li> <li>Were #s and %s provided? – <b>Partially</b></li> </ul>	Goal 2: The number that graduated in 2009-2010 and 2010-2011.	September 2009-August 2010: There were 23 Office Administration graduates; 19 Office Administration graduates in September 2010-August 2011.
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? – <b>Yes</b></li> </ul>	N/A	
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? – <b>Maybe?</b></li> <li>Was improvement explanation given? – <b>Partially</b></li> <li>Was budgetary information provided? – <b>Partially</b></li> </ul>	Goal 1: Any improvement the <u>dept.</u> made to increase student proficiency and an estimate of lunch costs.	Result: Instructor reviews and discusses homework assignments with each student.
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? – <b>Yes</b></li> <li>Was a plan provided? – <b>Yes</b></li> <li>Was a plan timeframe provided? – <b>Yes</b></li> <li>Was budgetary information provided? – <b>Partially</b></li> </ul>	Goal 1: Estimate of lunch costs.	Based on previous years, we estimate costs (including postage, food, printing) at approximately \$125.

**OVERALL COMMENTS**

The Strategic Plan was not precisely copied into the Goal portion of the form, but I looked up the citations used and the PET purpose clearly mirrors the Strategic Plan—with your permission, I may reformat the citation area a bit, but well done! If you would like, you can re-format your PET form with the “Needed Information” and re-send me the form or you can fill in the missing information in the “Department Information” field on this form and I will fill in the missing pieces for you on this year’s PET form.

Thanks!

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Paralegal Studies</a>
DIVISION	CTE

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	Note: Last reviewed date added for you.	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No Implication with word "I" that it will be Bruce Moseley</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No Implicit – Plan of Action listed as "Next Year's Plan of Action"</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> </ul>		

**OVERALL COMMENTS**

- An improvement's section was added to your second goal so that the work the program has already done to achieve their intended outcome is more evident. Should any articulation agreements or networking agreements be achieved, this is the type of information that could go under next year's PET improvements.
- Program meets all PET requirements. For next year, providing more information could prove beneficial to the reviewer. For example, with Goal 2 how does the program "stress importance of answering survey" or what do they plan to do to get more agreements/networking opportunities (e.g. "Whoever will contact X, Y, and Z regarding the possibility of forming articulation...").

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Pharmacy Technology</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – The format of your Strategic Plan link was slightly changed to reflect the Strategic Plan version.
- Well rounded form that incorporates in Strategic Plan, student learning, and No Excuses initiatives.



**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Photography</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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If the "Needed Information" is not applicable or was not collected, no action is necessary.

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: Last updated date was not listed so a last reviewed date of fall 2011 was added based on the form's submission date –you can feel free to edit the last updated/reviewed information as you see fit.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	(Note: The benchmark for Goal 1, Outcome 1 was added to your outcome statement.)	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – A few minor tweaks were made to Goal 2 and Goal 3 (e.g. the Strategic Plan task was connected to the outcome statement) so that the Strategic-link format matches other forms' format.
- Outcome/Results/Improvements – Some of your information was slightly moved around so that it fit into the pattern that the reviewers will be expecting (e.g. your benchmarks were moved into the "Outcome" area and your numbers/percentages you provided may have been moved into the results area.)
- Great job of linking the budget to the PET form (e.g. the explanation in goal 3 showing how the software is purchased as a result of the advisory recommendations).

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Physical Science</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Note: The Task number (3.2.4) was added to Goal 1, Outcome 1 and Goal 2, Outcome 1.
- Strength – The program has clear evidence of past improvements and strong action plans. Good links to the Strategic Plan.
- Area for Future Focus – So that the reviewer can know whether or not a program is meeting its expectations, a definitive benchmark needs to be set for outcomes that have quantitative data. For example – Goal 2: What gain do you expect to see between the pre and post test and/or how do you expect the audience to perform on the final (post) exam?

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Physical Therapist Assistant</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Note: Good incorporation of Strategic Plan. The Strategic Plan information was slightly tweaked to reflect the Strategic Plan version.
- Improvements – Obvious improvements! Note: Some information moved around on PET form (e.g. Goal 2, Outcome 1 – Information in Analysis moved to Improvement and information in Improvement moved to Action since the action has not yet occurred).
- Great job incorporating in multiple initiatives (student learning outcomes, No Excuses, and Strategic Plan).
- You have good, reasonable outcomes. One possible area for improvements is that you could further strengthen your outcome statements by examining your current intervention strategies and deciding if there are any other outcome statements with which you would like to work in the department's planned intervention strategy. For example, Goal 2, Outcome 1 could become something like "After reformatting the labs and curriculum so that it is more student-learning centered, ninety percent of PTA students...". However, again, your overall outcomes are great and this would be a recommendation that you could take or leave.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Professional Truck Operations</a>
DIVISION	CTE

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<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Last reviewed date was added based on the date of the PET submission.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

The program did a very good job forming outcomes that are obviously important to the program, but also fulfill the PET form requirements.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Radiation Therapy</a>
DIVISION	Allied Health

**MISSING PET DATA**

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<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul> <p>Note: Last reviewed date added for you based on PET form's academic year.</p>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul> <p>Strategic Plan – Information showing how your PET form relates to the Strategic Plan was added for you.</p>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> <li>Note: No mention of budgetary implications</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> <li>Note: No mention of budgetary implications</li> </ul>		

**OVERALL COMMENTS**

- This program does a great job clearly identifying responsible parties, benchmarks, and measurement tools—it is clear what is being measured and how it is being measured.
- Analysis/Improvements/Action Plans – For next year's PET form, if you could use bolded headings or some other method of division to further divide the “Data Analysis/Action Plan” section into analysis, past improvements, and future action's sections, that would be helpful to the reviewer. For instance, for Goal 1, Outcome 1.1.a, the analysis would be whether or not the outcome was met and any contributing factors that affect the results, a past improvement could be that the program is now evaluating the data regarding the technical/psychomotor applications and any additional information dealing with the improvement such as a brief statement (1-2 sentences) of why this improvement was made, and the action would be to discuss raising the benchmark with the program advisory committee. Using this same example (outcome 1.1a), an improvement for the next year would be that you discussed raising the benchmark with the program advisory committee and what the results were of that meeting and the action would be whatever you decided to do for the next academic year based off the most current results and/or the outcome of the advisory meeting.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Radiography</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Slight Changes: Strategic Plan – The Strategic Plan link was slightly tweaked to reflect the version; Font – Your PET form’s format was great, but the font (blue font for program-provided information) was just changed so that all the PET forms have a common look.
- High quality analysis, improvements, and actions provided.
- For next year, you may want to evaluate if you have more analysis, improvements, and actions to provide on all of your goals. For example, on Goal 4, the results could be analyzed as to whether or not the benchmark was met/if there was a shift in student performance and whether or not any past improvements had occurred and/or future actions will occur (e.g. have any changes occurred that “should” help students complete high-quality portfolios such as revising instructions, sending reminders, etc.?)

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Reading</a>
DIVISION	Academic Success

**MISSING PET DATA**

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<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strength – Great job incorporating various initiatives (student learning outcomes, Strategic Planning, and No Excuses)
- One area for improvement – When possible, the program's intervention strategy could be tied to the outcome statement in order to quickly bring it to the reviewers' attention that the student's change in behavior is related to a department action. For Example, Goal 1, Outcome 2B could become something more along the lines of "During the semester, 10% of the students identified by the Reading Department for testing..." This way, if someone were to not read the results or analysis, it eliminates the possibility that it be concluded that these students are opting to go and test on their own.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Respiratory Care</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Good use of Strategic Plan. Note: This information was slightly tweaked to reflect the Strategic Plan version from which it was taken.
- Great analysis provided (e.g. Goal 2, Outcome 1), previous improvement provided (Goal 1, Outcome 2), and great action plan provided (e.g. Goal 2, Outcome 1). Note: The Goal 2, Outcome 1 action was slightly tweaked to reflect what will happen and not what did happen.
- For next year, you may attempt to set a better timeframe and provide more information for when/how some actions will occur (e.g. Goal 3, Outcome 2 – when the evaluation tool will be reviewed, who will review the tool, and any other associated details).



**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Safety &amp; Environmental Technology SET</a>
DIVISION	CTE

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? Yes / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? Yes / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? Yes / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? Yes / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? Yes / No</li> <li>Were needed #s and %s /information provided? Yes / No</li> </ul>	Goal 2, Outcome 1 – Results for number of CE students served were not provided. (Results for Goal 1 provided; note: THECB data was added for you)	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? Yes / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? Yes / No</li> <li>Was improvement explanation given? Yes / No</li> <li>Was budgetary information provided? Yes / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? Yes / No</li> <li>Was a plan provided? Yes / No</li> <li>Was a plan timeframe provided? Yes / No</li> <li>Was budgetary information provided? Yes / No</li> </ul>		

**OVERALL COMMENTS**

- The outcomes could easily be expanded upon and be made into direct outcomes.
- The program is closing out, but will obviously continue to serve the community.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Social Sciences</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	(Note: Goal 4/Goal 4's Outcome 1 was tweaked to reflect the area from the Strategic Plan from which the goal/outcome link)	
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	<b>What percentage of students do you expect to have significant shifts (e.g. all students, 70%, etc.)?</b> (Note: In your analysis on goal 3, outcome 1 the program states that .01 to .000 is what is considered statistically significant. Since some people consider just p<.05 as statistically significant, your baseline for statistically significant was added to each outcome statement.)	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>	(Note: A heading was added to goal 3/outcome 1 to ensure results are not misinterpreted. Please check for accuracy.)	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Purpose Statement – A last reviewed date of "fall 2011" was added to the purpose statement based on the form's submission date. However, this can be edited to reflect the true last date the purpose statement was last updated/reviewed.
- Outcomes – Social Sciences has strong outcomes. However, identifying your targets will allow outside reviewers to see whether or not you are hitting the benchmarks you have set for yourself (e.g. clearly identify the percentage that will accomplish the action and what it is that you consider statistically significant.)
- Planning Vehicle – Your PET form is an outstanding example of a well thought out departmental plan. Your outcome statements, analysis, improvements, and actions all demonstrate a lot of detail and should be easy for anyone in your department to follow.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Speech Communication</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: Based on the time of submission, a last reviewed date of fall 2011 was added. However, you can edit the form to include the true date the purpose statement was last updated/reviewed.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	(Note: Strategic Plan information slightly tweaked so that task numbers could also be included on your PET form.)	
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	<ul style="list-style-type: none"> <li>Goal 1, Outcome 1 – Great tie to Strategic Plan. However, next year spell out the reasoning for the reviewer as to how adding ethnicity information to your pre and post tests will aid in discerning minority graduation rates.</li> </ul>	

**OVERALL COMMENTS**

- Suggestion – You may want to consider separating Goal 1, Outcome 1 into two separate outcomes (a & b) – one with the focus you already designated and one to focus on how students have experienced a change in knowledge rather than a focus on the percent to which knowledge was attained (e.g. turn the focus to how much better you expect students to perform on the post-test than pre-test instead of on the percentage of questions answered correctly). If this change were made, both the students’ knowledge gained and students’ final knowledge attained could be documented.
- Improvements – Improvements are anything that the program did the previous year to help them meet their goal (e.g. your action will be your improvement the next year). For example, it is noted on Goal 3, Outcome 1 that technology had improved significantly. Therefore, an improvement would explain what it was that was done to significantly improve Speech students’ technology. Some information was moved around in your PET form to reflect the intent of the Improvements section. Please check form for accuracy.
- Good job tying in other initiatives (e.g. Achieving the Dream and Strategic Plan).

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Substance Abuse Counseling</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s / information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		Note: Fulfillment of Strategic Plan task 1.1.1.5.2 being used as improvement since the program is closing out.

**OVERALL COMMENTS**

- Great analysis and use of improvements made.
- Small Changes Made – Last reviewed date added; Task 1.1.1.5.2 link added to Goal 1, outcome 1 since the program is being closed out. Goal 3 – Outcomes modified based on results provided and some information moved to "Improvements" area.
- Statistically Significant – The benchmark for what was "statistically significant" was not included in the outcomes statements. However, the results typically included this information. Also, this information not requested since the program is closing out.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Surgical Technology</a>
DIVISION	Health Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	(Note: Last reviewed date added based on PET submission date.)	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? Yes / <b>No</b> <b>UNSURE</b></li> <li>Was improvement explanation given? Yes / No</li> <li>Was budgetary information provided? Yes / No</li> </ul>	Goal 3 – Is it the program that is holding study sessions for the exam or are these student-guided study sessions?	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? Yes / <b>No</b> <b>NOTE: Budget seems N/A</b></li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Great Strategic Plan link. Note: Link to Strategic Plan was slightly modified to reflect the Strategic Plan version.
- Improvements – Improvements are just a way to gauge whether or not the last year's planned action occurred and how that attempt went. For example, Goal 1's action of providing extra study materials would be Goal 1's area of improvement for the 2012-2013 PET form should the program have completed that action.
- Actions – Try to be as explicit as possible. For example, Goal 3 has a great plan of action, but more information on how the program will encourage students to remediate (e.g. individual advising, mass e-mail to those who do not pass, etc.) would be helpful to the reviewers.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Theatre Arts</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? Yes / <b>No</b></li> </ul>	What does AC's Theatre Art's department hope to accomplish? What is the purpose?	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s / information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	For next year, use the improvement area to focus on what your program has done in an attempt to meet your outcome. For example, in Goal 3 Outcome 1, anything your program did to try to increase student GPA would go under an "improvement" and because the successful percentages went down you would evaluate why you think the improvement was not successful. For next year's form (2012-2013), you could include the information on your action plan about personally contacting students under the "Improvements" area.	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan Link – Note: Strategic Plan information was slightly modified to reflect the Strategic Plan version from which the information was taken.
- Improvements – Improvements are things that your program has done to help you meet your outcome—this year's actions will likely become next year's improvements. Note: Information has been moved around in your PET form to reflect this intent. Please review your PET form for accuracy.
- Benchmarks – Great job setting clear, obvious benchmarks for each outcome.
- Analysis – Very well analyzed outcomes.
- Great job of monitoring and compiling results for past AC students.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Utility Power Worker</a>
DIVISION	CTE

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? Yes / <b>No</b></li> <li>Were needed #s and %s /information provided? Yes / <b>No</b></li> </ul> <b>NOTE: NEW PROGRAM</b>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? Yes / <b>No</b></li> </ul> <b>NOTE: NEW PROGRAM</b>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? Yes / <b>No</b></li> <li>Was improvement explanation given? Yes / <b>No</b></li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul> <b>NOTE: NEW PROGRAM</b>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- The format looks great!
- A few minor tweaks were made for you
  - Goal 2, Action Plan – Changed from "Many jobs will be available to students as they complete the UPW program" to "Public will be made aware of jobs available to students who complete the UPW program"
  - Goal 3 – Changed to Strategy 1.2 instead of 1.1 since 1.2 corresponds with the outcome you would like to achieve.
  - Goal 3 – The results table was removed for you because your results will be qualitative and numbers/percentages will not be involved (e.g. Did CTE faculty meet to match the competencies and when did this action occur?)

## NON-INSTRUCTIONAL (NI) PET RESPONSE FORMS

PET Response Form  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Admin Services/Property Management</a>
DIVISION	Business Affairs

### MISSING PET DATA

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No Last Reviewed Date Added Based on Date Submitted</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? Yes / <b>No</b></li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul>		

### OVERALL COMMENTS

- Strengths – You did a good job providing clear results, an analysis of the results, and past improvements that were made to help you reach your intended outcome.
- Area for Improvement – Your action plans for how you plan to achieve your outcomes could be further expanded upon so that this PET form's actions can be moved to next year's improvements. On Goal 3, information from your outcome/objective statement was moved into the recommendations/actions areas (please review for accuracy). However, more information could be added to increase the strength of the action plan. For instance, does anyone else play a part in this plan and what part will they play? What is the current rental cost and what is the new rental cost? What is the current overall revenue and what is the projected overall revenue?
- Comment – Now that Goal 1, Outcome 1 is no longer being measured, you will need to think of what other direct measures you can take to evaluate a change in your client's knowledge, skills, expertise, attitude, or behavior.



**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Bookstores</a>
DIVISION	Business Affairs

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was there at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	Please see recommendation in "Comments" section.	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Goal 1 – Excellent analysis and good past improvements (the fact that you now run an auto-generated report and have started using Amazon market place).
- Goal 2 – Good link to Strategic Plan (note: the Strategic Plan link was slightly modified to show the version). Feel free to further modify the text, but a recommendation/action was made for Goal 2 based off your outcome statement. On next year's (2012-2013), you can include your previous "action" as an "improvement" and evaluate your efforts.
- Recommendation for this past year's PET for or for next year's PET form: Tweak your outcome statement for Goal 2, Outcome 1 so that it is obviously direct by more clearly keeping the focus on the student/client and how your intervention (offering more textbook rental options) will change the behavior of the student/client and make sure that all statements define terms such as "appropriate". You could accomplish this task by breaking the outcome into two separate statements.

Sample: 2.a. "Upon increasing the selection of textbook rental options by 10% for each of the next three terms (Spring 2012, Summer 2012, and Fall 2012), **at least X% or X#** more students will experience a cost savings by renting textbooks."

2.b. "Upon increasing the selection of textbook rental options by 10% for each of the next three terms (Spring 2012, Summer 2012, and Fall 2012), the bookstore will maintain the appropriate revenue of **?(breaking even?)**. A report will be run for each term documenting the titles being offered for rent. Revenue figures provided by the AC Business office, for fiscal years 2010-2011 and 2011-2012 will be compared to determine the effects of renting textbooks on the bookstore revenue."

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Business Office</a>
DIVISION	Business Affairs

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

Overall, this is a very thorough form. Strength – Great levels of detail provided. Area for Improvement – Next year, make sure every area in your division links to the Strategic Plan for at least one goal, has at least one direct outcome, etc.

Because this form was completed by everyone in the Business Office, goal-specific comments were provided in bold font. Also, please note some slight changes were made to your form, so please review the form for accuracy.

- A few improvement sections were slightly tweaked to give you credit for your accomplishments/efforts (e.g. **Goal 1** and **Goal 7**). The improvements were really intended to be things you've already done to help you meet your intended outcome/objective. For instance, this year's 2010-2011 PET form's actions will likely be included among next year's 2012-2013 improvements.
- A few other items were moved around on the form. **Goal 2** – One sentence was moved from the analysis to the results so that your results answer your objective (the objective was centered on the time it takes to run the reports and not the number archived). **Goal 3** – The sentence in your Outcome/Objective about how switching the method should result in less problems with lost/missing checks and speed up reimbursements was moved to the analysis section since information regarding these results (e.g. how much reimbursements were sped up or annual percentile comparisons of lost/missing checks) was not included in the result's section.
- For next year, some goals may need the outcome/objective statement tweaked or more information provided elsewhere to show the objective's importance and how the benchmark relates to the intervention. For instance, with **Goal 6**, would a 10% return rate be less than the current return rate and did you relocate the program because the current return rate was too high? If so, what is the current return rate?
- For next year, you may see if there's a reasonable way to turn some program-centered objectives/outcomes into direct outcomes. For instance, outcome **7.3** could easily follow the A-E method by being revised to something such as the following: "After Grant Accounting implements new report running procedures, Grantor Agencies will..."

Again, these are nitpicky things. Overall, good job.

NOTE: Business Office Made One Amendment Based on Response.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">CTL (All Departments, but Library Combined)</a>
DIVISION	Center for Teaching and Learning

**MISSING PET DATA**

If you have collected any of the following data/information noted in the "Needed Information" field, please include that information in the "Department Information" field and return a copy of this response form to [kmw@actx.edu](mailto:kmw@actx.edu).

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Overall – Great job! Since multiple people contributed to this form, comments were provided for each goal.
- Goal 1: In the future, you may consider including the scale that was used (e.g. average rating of 4 on a scale from \_ to \_).
- Goal 2: Note – The words "Distance Learning" replaced the "DL" acronym and the plan version was added.
- Goal 3: Improvements are really intended to be interventions your area completed in the past to help you reach your intended outcome rather than an analysis of the results. As a result, some of your information was moved around for you on Goal 3 so please review this information for accuracy.
- Goal 4: "DE" is referenced in the analysis, but the plan the goal/outcomes came from is called "Distance Learning (DL)" so the words "Distance Learning" replaced the acronym and the plan version was added when appropriate. Please review for accuracy.
- Goal 5: Good link to Strategic Plan.
- Goal 6, 7, and 8: Clear goals/outcomes.
- Goal 9: Small tweak made to results, analysis, and improvements to give you as much credit as possible in the improvement's section for what you've accomplished.
- Goal 10: Some things were moved around to give you as much credit as possible in the improvement's section for what you've accomplished. In future PET forms, you "may" consider revising the outcome/objective statement to be a little more focused. Otherwise, the results and/or analysis would need to include information about what credentials were determined to be necessary and how these credentials are expected to allow students to sustain themselves via jobs increasingly within their career cluster.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Child Development Lab School</a>
DIVISION	Arts & Sciences

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>	Next year, please provide the actual and not just summative results for Goal 2 (e.g. number of surveys filled out and number/percent of responses to target question/s).	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul> <p>Note: Under "Analysis" Section</p>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? Yes / <b>No</b></li> </ul>	Next year, please identify the person responsible for all outcomes and not just 2.b.	

**OVERALL COMMENTS**

- Strategic Plan Link – A link to the strategic plan was added for you for Goal 2 and Goal 2, Outcome 2.a and 2.b.
- NAEYC – The full name of the organization was added to Goal 1.
- Direct Outcomes – The 10 NAEYC program standards were added and Goal 1's analysis was expanded to provide a brief explanation of what the accreditation means because the non-instructional committee had originally not counted this as a direct outcome because it seemed like a more program-centered rather than student-centered accomplishment. For future PET forms, consider including at least one example of the type of criteria by which you achieve your accreditation that proves student growth on your PET form so that there is no question that direct learning and/or growth occurs as a result of your services.
- You may look for ways to include budgetary information on your PET form. For example, is there a cost associated with NAEYC accreditation?
- Congratulations on your new accreditation!

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">College Relations</a>
DIVISION	Communications

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? Yes / No</li> </ul>	What is the purpose of College Relations?	
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? Yes / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? Yes / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? Yes / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? Yes / No</li> <li>Were needed #s and %s /information provided? Yes / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? Yes / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? Yes / No</li> <li>Was improvement explanation given? Yes / No</li> <li>Was budgetary information provided? Yes / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? Yes / No</li> <li>Was a plan provided? Yes / No</li> <li>Was a plan timeframe provided? Yes / No</li> <li>Was budgetary information provided? Yes / No</li> </ul>		

**OVERALL COMMENTS**

- Good link to Strategic Plan.
- Improvements – It is obvious that past improvements have been made that are integral to reaching your intended outcome/objective, but information from Goal 2 was copied and pasted into the "Improvements" area so that you can get credit for things you have accomplished thus far. Note: This PET form's action plan/s will likely be next year's improvements. Please review/edit this information for accuracy.
- Expansion – For next year, try to provide as many important details that relate to your outcome/objective as possible. For example, what kind of and approximately how many "behavioral marketing" efforts took place (Goal 2)?
- Overall, great job.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Community Link</a>
DIVISION	Student Affairs

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes / No</b> <b>Note: Last Reviewed Date Added Based on PET Submission Date</b></li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes / No</b></li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes / No</b></li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes / No</b></li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes / No</b></li> <li>Were needed #s and %s /information provided? <b>Yes / No</b></li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes / No</b></li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes / No</b></li> <li>Was improvement explanation given? <b>Yes / No</b></li> <li>Was budgetary information provided? <b>Yes / No</b></li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes / No</b></li> <li>Was a plan provided? <b>Yes / No</b></li> <li>Was a plan timeframe provided? <b>Yes / No</b></li> <li>Was budgetary information provided? <b>Yes / No</b></li> </ul>		

**OVERALL COMMENTS**

- Excellent job following A-E model. Also excellent analysis and very thorough action plans.
- Obvious link to Strategic Plan. You may, however, consider reworking the statement (Goal 1, Outcome 1) in the future so that it is focused on Community Link’s intervention strategies to assist the students/clients rather than the president’s intervention. I’m not sure if this is an accurate example, but an example would be as follows: “After assisting a president-appointed taskforce in assessing the needs of the community via a client survey and Community Link client/student focus groups, Community Link will use the findings to implement changes that will better serve the community as evaluated by the number of people who seek assistance from Community Link (AC Strategic Plan through 2015: Task 2.1.1.1).
- Improvements – The improvements can be anything that you have done in the previous year to help you reach your intended outcome. For Outcome 2.b (if it were not closed), more information about how you gave “personalized attention” and/or the information about the “follow-up” system for that year would be beneficial to the reviewer. For Outcome 3.a., if any changes that were made to the presentation then that would be an improvement.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Continuing Education/Consulting/ Healthcare Education/Workforce Training</a>
DIVISION	Continuing Education

**MISSING PET DATA**

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If the "Needed Information" is not applicable or was not collected, no action is necessary.

PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul> <p><b>Note: New goals/outcomes</b></p>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul> <p><b>Note: New goals/outcomes</b></p>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul> <p><b>Note: New goals/outcomes</b></p>	<p><b>NOTE:</b> If there was anything you did in 2010-2011 to capture student intent/any changing of course offerings to improve student employability OR if there was anything you did in 2010-2011 to generate statistical reports that you used in a department-specific way, you could include this information on this last year's PET form and get 'credit' for an improvement even though you don't yet have true results. If not, then the actions that you've set for 2011-2012 (e.g. Identify Business objects experts) would be one example of an improvement on the 2012-2013 form.</p>	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Good incorporation of the Strategic Plan.
- Outcomes – Goal 1/Outcome 1 – A direct outcome demonstrates a change in a student's/client's knowledge, skills, expertise, attitude, or behavior. Implementing the use of your objective-based questionnaire will cause a change in student behavior (e.g. the completion of the questionnaire). However, your area may wish to consider whether or not there are any ways that you could capture a change in a student's/client's knowledge, skill, expertise, or attitude (e.g. incorporate more learning-based behaviors or behaviors that directly affect the student). How can you prove that something was gained by students who go through/clients who use a Continuing Education, Consulting, Healthcare Education, and or Workforce Training service?
- Notification – Dr. Russell Lowery-Hart has asked that all academic, instructional areas include a "No Excuses" goal in their 2012-2013 PET form. With CE you don't fit the same mold as the for-credit, academic areas. However, you may wish to think outside the box and see if there is any possible way you could incorporate in a No Excuses goal into next year's PET form (note: this outcome may or may not be direct).

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Customer Services</a>
DIVISION	Student Affairs

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No <i>Note: Last Reviewed Date Added for You Based on PET Submission Date.</i></li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No <i>Note: N/A – New goal/outcome</i></li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No <i>Note: N/A – New goal/outcome</i></li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No <i>Note: N/A – New goal/outcome</i></li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Good, clear outcomes and plan of action.
- Note: Some information was moved around on your form or slightly tweaked to give you credit for your action plan. Please review/edit your form for accuracy.
- For Next Year: Any information included under this PET form's action plan or any other changes made in an attempt to help you reach your outcome, could be included in the next PET form's "Improvements" section.



**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">DisAbility Services</a>
DIVISION	Student Affairs

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was there at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>	Goal 2: Future results should be identified based on outcome number (e.g. are the results for Goal 2 the results for outcome 2a, 2b, or the combined results for both outcomes?)	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>	Goal 4: A future analysis could explain why retention rates are expected to be higher than the general population and/or the outcome statement could be reworked to show your intervention strategy that would affect the retention rates of your students.	
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	Goal 3: Future budget information could answer questions such as the following: How much would it cost for additional tutoring staff (English)?	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Strategic Plan – Note: Your Strategic Plan citation was slightly tweaked to also show the task and plan version (see Goal 2).
- Note: For clarity's sake, the references to the assessment team were changed to institutional research (IR) since it's actually the IR office that handles surveys.
- Goal 4: Follow up with Institutional Research if you encounter issues finding the most current data.
- Overall, great job showing results, past improvements, and future plans of action.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">External Technical Training</a>
DIVISION	Career and Technical Education

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No Note: Purpose Statement bumped from Goal 1 to Purpose Statement Area.</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No Note: A Strategic Plan version, strategy, and task were added to Goal 1 and Goal 1, Outcome 1 for you.</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Goal 1 – For next year, try to provide as many applicable details as possible (e.g. for instance, on this PET form you could have included information regarding how collaboration with staff was improved)
- Goal 2 – "External Learning Experience" was added before the first ELE acronym for the benefit of readers who may not be familiar with ELE.
- Great job linking everything to the budget.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Financial Aid</a>
DIVISION	Student Affairs

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / <b>No</b></li> <li>Was improvement explanation given? <b>Yes</b> / <b>No</b></li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> </ul>	(See Comments)	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Good, clear outcomes and action plans.
- Improvements – An improvement can be anything your department did to reach the intended outcome. Typically, the previous year’s action plan could be the current year’s improvement regardless of whether or not the intervention was successful. If you can say ‘yes’ to any of the following questions or think of any ways in which you implemented an improvement, please feel free to edit your PET form:
  - Goal 1 – Were departmental meetings with staff held to discuss financial aid issues so that accurate information is distributed? Were any edits made to the letters for added clarification purposes?
  - Goal 2 – Were any changes made to the communication materials?
- Note: Goal 3 had information added to the “Recommendations/Actions” section based on information provided in your outcome/objective statement. Please feel free to edit this information as needed.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Human Resources</a>
DIVISION	Finance & Admin. Services

**MISSING PET DATA**

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<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No <b>Note: A last reviewed date was added for you based on the PET form submission date.</b></li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Good job providing clear outcomes, results, and action plans.
- Note: Some information was moved around in your PET form so that it will be easier to move it into a report format (Strategic Plan citation slightly changed; Goal 1 – analysis, improvements, and recommendations/actions had some information moved around; Goal 3 – Improvements and recommendations/action had some information moved around), but please view your PET form for accuracy).

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	KACV – FM
DIVISION	Communications

**MISSING PET DATA**

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<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No <b>Note: Last Reviewed date added based on submission date.</b></li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	(Review Goal 2, Outcome 1 to assure the wording is accurate and reflects your intentions. An attempt was made to reword the outcome so that the outcome is student centered rather than department centered. A direct outcome needs to show a change in the student/client knowledge, skill, expertise, attitude, or behavior).	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>	Goal 2 – If 35 and 70 represent the number of students who actually participated in broadcasting opportunities, what do the numbers 7 (2009-2010 Data) and 14 (2010-2011 Data) represent?	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Institutional Data – Great link to the Strategic Plan and CCSSE data.
- Budget – Try to think outside the box when it comes to budget. For example, if you have an idea how many estimated listeners KACV-FM has, you could estimate with Goal 1 how much money you save AC via airwaves advertisement as compared to mass mail out campaigns or if you typically charge for air spots and are providing this service free to the college, you could provide the estimated “cost” of these spots.
- Outcomes/Objectives – You have good, program-centered objectives; try to think of ways you can turn those into student-centered outcomes.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">KACV-TV</a>
DIVISION	Communications

**MISSING PET DATA**

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<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
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<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Good link to Strategic Plan throughout PET form.
- Direct Outcomes – Goal #5 contains a great example of a direct outcome. However, now that Goal #5 is closing, think of ways that you can prove a change in student/client knowledge, skills, expertise, attitude, or behavior with any of your other outcomes/objectives. For example, although Goal 1's outcome says it will expand the audience through expanded tv programming options, the results are only centered on the programming hours and don't actually prove a change in client usage and/or client attitude toward the programming. Does AC's child development lab or any other childcare facilities use this programming? If so, that information could be used to show increased usage based on data collected from these entities.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Library</a>
DIVISION	Center for Teaching and Learning

**MISSING PET DATA**

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<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Excellent purpose statement
- Very thorough PET form
- Possible suggestion (if applicable): Goal 2 – In the future, if it is determined that the print materials are "need to have" and not just "nice to have," it may be beneficial to provide more information in the "Analysis" or "Improvements" area regarding the full impact that the budget played in AC's inability to purchase these resources that were previously deemed necessary. In other words, this can be your platform to provide proof as to why the budget needs to allot for print materials for areas such as nursing, dental hygiene, etc.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Moore County Campus</a>
DIVISION	Amarillo College Moore County Campus

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<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>	<ul style="list-style-type: none"> <li>Goal 1, Outcome 1b – What do the numbers 647 and 1537 represent?</li> <li>Goal 2 (See comments)</li> </ul>	
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>	Goal 1, Outcome 1b – What does 171 represent (e.g. remodeled rooms)?	
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Excellent job forming strong outcomes. You have a very strong PET form, but just a little more information in your result's section for Goal 1 and Goal 2 would allow the viewer to fully understand all of your data.
- Goal 2, Outcome 2a – Please clarify outcome statement and/or results.
  - Is the intended outcome to increase the overall number of business agreements? If so, it appears for 2010-2011 that "6" would equal the number who chose to pursue a business agreement out of the number, "8" sought. In this case, the number of business agreements would have actually gone down (-25%) from the previous year and the total numbers of business agreements signed and the percentile change from year to year would be all that would need to be provided. Any other information could be provided in the analysis section.
  - Is the intended outcome to have 20% of those with current business agreements increase their agreement? If so, I'd recommend tweaking your outcome statement and/or providing more information elsewhere so that the results are clearer.

**NOTE: MCC sent updated information in a revised PET Form.**



**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Personal Enrichment</a>
DIVISION	Continuing Education

**MISSING PET DATA**

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<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? Yes / <b>No</b></li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s / information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Good link to Strategic Plan and good program-centered improvement.
- Direct Outcome – A direct outcome demonstrates a change in the students/clients knowledge, skills, expertise, attitude, or behavior. What intervention has Personal Enrichment done that can prove a skill learned, attitude changed, etc. by the student/client? As a hint for next year, a direct outcome will usually start out using the following format "After X, the student/client will...."
- Try to be as explicit as possible when providing past improvements and action plans. For example, how do you plan to assess and evaluate in-house procedures (e.g. monthly departmental meetings)?

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Physical Plant</a>
DIVISION	Business Affairs

**MISSING PET DATA**

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<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No <b>Note: A last reviewed date was added based on your PET submission date.</b></li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No <b>Note: N/A – New goals/outcomes</b></li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No <b>Note: N/A – New goals/outcomes</b></li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No <b>Note: N/A – New goals/outcomes</b></li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	(See Comments Section)	

**OVERALL COMMENTS**

- Good link to Strategic Plan
- Direct Outcome – A survey is not a direct outcome because it's a perception-based assessment technique. However, for goals such as Goal #1, if you were to perform performance appraisals where people who receive a service are asked to respond to specific questions that evaluate the service they received (e.g. duty x was performed to my specifications, duty x was performed by the requested time, etc.) or if a checklist review was conducted by the Physical Plant of how assigned tasks were performed, then goal #1's outcome could easily be reworked into a direct outcome.
- Action Plan - Your action plan was more or less built into your outcome/objective statements, but this information was actually moved into the "Recommendations/Actions" section for you so that you could get 'credit' for having an action. Please review/edit these action plans for accuracy. Next year (2012-2013), these 2011-2012 actions along with anything else you did to meet your outcome/objective will become your "Improvement."

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">IR &amp; IE, Assessment, and Grant Dev. and Compliance</a>
DIVISION	Planning & Advancement Division

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<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>	No last updated/review date.	Last reviewed date added.
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

Note: No comments because evaluated by NI member that did not leave comments.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Police</a>
DIVISION	Finance

**MISSING PET DATA**

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<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No  <b>Note: The word "instruction" was dropped from Goal 1 since it did not relate to the outcome statement.</b> </li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / <b>No</b></li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	In the future, consider if there is a way that you can show a change in student/client knowledge, skill, expertise, attitude, or behavior as a result of the Police intervention. For instance, if the diggler cut down on student reports (e.g. the student behavior of coming into your office to make reports) of property crime, you may consider adding/tracking this as a second outcome for Goal 1.	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / <b>No</b></li> <li>Were needed #s and %s /information provided? <b>Yes</b> / <b>No</b>  <b>Note: New goal/outcome</b> </li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / <b>No</b>  <b>Note: New goal/outcome</b> </li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / <b>No</b></li> <li>Was improvement explanation given? <b>Yes</b> / <b>No</b></li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b>  <b>Note: This year's action can become next year's PET form improvement.</b> </li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b>  <b>Note: An action plan was added for you based on the information provided by your outcome statement. Please tweak as needed.</b> </li> </ul>		

**OVERALL COMMENTS**

- Budget – Think of ways to tie outcomes to budget. For instance, the cost of the digglers could be included along with the expected cost savings. Next year, if the implementation of the digger is listed as a past improvement, you can list the actual cost savings under the budget.
- The diggler implementation appears to be a one-year outcome/objective. The outcome/objective will need to be modified and/or discontinued during the next PET form. Are there any long-term goals the Police department would like to accomplish (either related or not related to the diggler)?

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Purchasing</a>
DIVISION	Business Affairs

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- You did a really good job creating clear outcomes, providing past improvements, and providing future action plans.
- You may consider adding in a few more components from the A-E (Audience, Behavior, Condition, Degree, Evaluation) to Goal 3's objective so that it is a little more focused and can have more measurable results. For instance, do you plan to meet monthly to establish priorities, is there a set number of priorities you plan to establish, etc.?

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Student Life</a>
DIVISION	Student Affairs

**MISSING PET DATA**

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<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No</li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No  <b>Note: Minor tweak made to Strategic Plan citation and some minor notes (e.g. "No Excuses") made on PET.</b></li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> </ul>		

**OVERALL COMMENTS**

Overall, good job.

- New Outcomes/Objectives – In the future, know that you can create action plans for new outcomes/objectives (e.g. Goal 1 could involve the development of the evaluation tool and Goal 3 could involve the development of a pre-post exam). Your action plans one year can become your improvements the next year.
- Improvements – Give yourself credit for anything you have done to help you reach your intended goal/outcome. For instance, did you make any changes to increase intramural involvement (Goal 2) or did you make any changes with Badger Boot Camp that put an increased focus on academic success (Goal 4)?
- A-E Method – Try to keep the A-E method in mind as you write outcome statements. For example, what is your evaluation method for Goal 1 (Pre/Post Test, Post-Participation Survey, Interview, etc.)?
- Direct Outcome – Great job writing an outcome statement for Goal 3. You "may" need to adjust your benchmark once you have compiled your first set of results, but you did a good job writing a student learning outcome for a non-academic area.
- Budget – Try to think of ways you can tie your information to budget. For example, is there a cost that goes into advertising for intramural events and/or prizes for intramural winners (Goal 2)? This kind of information can be helpful because if these events help with retention, providing financial information gives you the platform to validate any expenses related to achieving your outcome.

**PET Response Form  
(2011-2012 Assessment Period)**

PROGRAM	<a href="#">Testing Services</a>
DIVISION	Student Affairs

**MISSING PET DATA**

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PET FORM INFORMATION	NEEDED INFORMATION (IF APPLICABLE)	DEPARTMENT INFORMATION
<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No <b>Note: Last Reviewed Date Added Based on Date of Submission</b></li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b> <b>Budget was not mentioned</b></li> </ul>		
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b> <b>Budget was not mentioned</b></li> </ul>		

**OVERALL COMMENTS**

- Good job incorporating in a Strategic Plan objective.
- It is obvious this department seeks continuous improvement.
- Note on Goal 2 – The information that hadn't yet occurred was bumped to the "Recommendations/Actions" section and some of the information under the "Analysis" section was bumped to the "Improvements" section.

**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Office of the Registrar</a>
DIVISION	Enrollment Management

**MISSING PET DATA**

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<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No <b>Note: Last Reviewed Date Added Based on PET Submission Due Date.</b></li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	(See Comments)	
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	(See Comments)	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>		
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> </ul>	(See Comments)	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / <b>No</b></li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / <b>No</b></li> <li>Was budgetary information provided? <b>Yes</b> / <b>No</b></li> </ul>		

**OVERALL COMMENTS**

- You did a great job incorporating Strategic Plan and No Excuses initiatives into your PET form.
- You did a good job meeting all of the major PET requirements while including goals that are meaningful to your office. The only suggestion for the future would be to try to include as much applicable information as possible on your form (e.g. who will accomplish the task?).
- Small Changes Made to Your 2011-2012 PET Form
  - Strategic Plan – The Strategic Plan link was added for you to Goal 1 and Goal 1, Outcome 1.
  - Direct Outcome – A direct outcome needs to show a change in the student/client knowledge, skill, expertise, attitude, or behavior. As a result, Goal 4's outcome was slightly tweaked to demonstrate the change, but please review this outcome for accuracy.
  - Improvements – The words "and previous improvement" were added to some of your section titles to make it evident to the reviewer that your area has done things, in the past, in an effort to reach your intended outcome. The 2011-2012 action plans, along with any other tasks you accomplished, will likely be next year's improvements.



**PET Response Form**  
(2011-2012 Assessment Period)

PROGRAM	<a href="#">Tutoring</a>
DIVISION	Student Affairs

**MISSING PET DATA**

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<b>Purpose Statement</b> <ul style="list-style-type: none"> <li>Was there a clear purpose statement? <b>Yes</b> / No <b>Note: Last Reviewed Date Added Based on Submission Date</b></li> </ul>		
<b>Goal</b> <ul style="list-style-type: none"> <li>Was at least 1 goal based on the Strategic Plan? <b>Yes</b> / No</li> </ul>		
<b>Outcome</b> <ul style="list-style-type: none"> <li>Was there at least 1 direct outcome? <b>Yes</b> / No</li> <li>Was there at least 1 outcome based on the Strategic Plan? <b>Yes</b> / No</li> </ul>	(See notes on direct outcomes.)	
<b>Results</b> <ul style="list-style-type: none"> <li>Were results provided? <b>Yes</b> / No</li> <li>Were needed #s and %s /information provided? <b>Yes</b> / No</li> </ul>		
<b>Analysis</b> <ul style="list-style-type: none"> <li>Was an analysis given? <b>Yes</b> / No</li> </ul>	(See notes under "Goal 2" sub-bullet.)	
<b>Improvements</b> <ul style="list-style-type: none"> <li>Were previous improvements made? <b>Yes</b> / No</li> <li>Was improvement explanation given? <b>Yes</b> / <b>No</b></li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>	Possible Improvements Made? Goal 1 – This comes across as a department-centered rather than student-centered outcome. How is it that SMARTTHINKING won out over Cengage and continues to help student's complete courses with a "C" or better? This information helps tie everything to students and to the outcome statement. Goal 2 – Were any changes made to tutoring methods or were changes made to encourage tutoring among Tech I and II students?	
<b>Actions</b> <ul style="list-style-type: none"> <li>Was a person designated as responsible? <b>Yes</b> / No</li> <li>Was a plan provided? <b>Yes</b> / No</li> <li>Was a plan timeframe provided? <b>Yes</b> / No</li> <li>Was budgetary information provided? <b>Yes</b> / No</li> </ul>		

**OVERALL COMMENTS**

- Budget –Excellent job tying everything to the budget.
- Institutional Initiatives – Good incorporation of No Excuses and Strategic Plan initiatives.
- Direct Outcomes – Think of ways to show a more direct, strengthened relationship between your intervention and the outcome. How does your outcome show a change in the knowledge, skills, expertise, attitude, or behavior of the student/client?
  - Possible questions for Goal 1: Is there a way you can prove students learned with SMARTTHINKING (e.g. is there a pre/posttest)? Were students who visited SMARTTHINKING students who were not passing, but did pass with a "C" or higher as a result of the intervention or were these students who were already passing?
  - Goal 2: Is there a way you can prove that it is your intervention strategies that directly impact the completion rates? You were given "credit" for having a direct outcome because this goal/outcome should be close to demonstrating an apples to apples comparison between students since students are primarily placed in developmental reading courses based on placement data. However, grades alone (unlike standardized exams like the ACCUPLACER) or completion can never be direct. Feel free to edit the information, but the analysis was tweaked and moved into an outcome statement to try and make the outcome more direct. Note: Some may still argue that 2.b. is not direct because of differences in instructor standards and other variables that can accept pass rates, but it does at least show a perceived change in knowledge when the students who receive the intervention are compared to a control group.
  - Idea – If increasing the number of students who use tutoring (a change in student body behavior) is important to you, you may consider implementing an outcome focused on this initiative to a future PET form because this would be a meaningful goal as well as direct.