**PET FORM**

Remember to include  
 the following minimum PET requirements:

* Purpose Statement
* 1 Goal/Outcome (cited) from the Strategic Plan
* 1 Goal/Outcome (cited) from No Excuses
* 1 Direct Outcome
* 1 Result
* 1 Analysis
* 1 Improvement
* 1 Plan of Action

**Planning and Evaluation Tracking   
(2012-2013 Assessment Period)**

Division of:

Person Responsible for this Division:

Department of:

Primary Person Responsible for this Form:

Purpose Statement (With Last Updated Date):

**Goal Statement #1:**

**Outcome/Objective Statement #1A  
(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

* Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
  + **2010-2011 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
  + **2011-2012 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
* Analysis
  + Provide Previous Data/Result Analysis   
    (Include if benchmark was met and how results relate to outcome statement):
* Improvements
  + List any Improvements Made in the **2011-2012** (Last Academic) Year:
  + Evaluate Why Improvements Were Successful/Were Not Successful:
  + What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):
* Recommendations/Actions for **2012-2013**
  + Person Responsible (Who will complete the action?):
  + Action Plan:
  + Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
  + What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):

**Goal Statement #2:**

**Outcome/Objective Statement #2A  
(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

* Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
  + **2010-2011 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
  + **2011-2012 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
* Analysis
  + Provide Previous Data/Result Analysis   
    (Include if benchmark was met and how results relate to outcome statement):
* Improvements
  + List any Improvements Made in the **2011-2012** (Last Academic) Year:
  + Evaluate Why Improvements Were Successful/Were Not Successful:
  + What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):
* Recommendations/Actions for **2012-2013**
  + Person Responsible (Who will complete the action?):
  + Action Plan:
  + Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
  + What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):

**Goal Statement #3:**

**Outcome/Objective Statement #3A  
(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

* Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
  + **2010-2011 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
  + **2011-2012 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
* Analysis
  + Provide Previous Data/Result Analysis   
    (Include if benchmark was met and how results relate to outcome statement):
* Improvements
  + List any Improvements Made in the **2011-2012** (Last Academic) Year:
  + Evaluate Why Improvements Were Successful/Were Not Successful:
  + What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):
* Recommendations/Actions for **2012-2013**
  + Person Responsible (Who will complete the action?):
  + Action Plan:
  + Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
  + What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):

**Goal Statement #4:**

**Outcome/Objective Statement #4A  
(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

* Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
  + **2010-2011 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
  + **2011-2012 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
* Analysis
  + Provide Previous Data/Result Analysis   
    (Include if benchmark was met and how results relate to outcome statement):
* Improvements
  + List any Improvements Made in the **2011-2012** (Last Academic) Year:
  + Evaluate Why Improvements Were Successful/Were Not Successful:
  + What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):
* Recommendations/Actions for **2012-2013**
  + Person Responsible (Who will complete the action?):
  + Action Plan:
  + Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
  + What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):

**Goal Statement #5:**

**Outcome/Objective Statement #5A  
(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

* Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
  + **2010-2011 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
  + **2011-2012 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
* Analysis
  + Provide Previous Data/Result Analysis   
    (Include if benchmark was met and how results relate to outcome statement):
* Improvements
  + List any Improvements Made in the **2011-2012** (Last Academic) Year:
  + Evaluate Why Improvements Were Successful/Were Not Successful:
  + What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):
* Recommendations/Actions for **2012-2013**
  + Person Responsible (Who will complete the action?):
  + Action Plan:
  + Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
  + What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):

**Goal Statement #6:**

**Outcome/Objective Statement #6A  
(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

* Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
  + **2010-2011 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
  + **2011-2012 Data:** Numbers = \_\_\_\_ out of \_\_\_\_ and Percentage =s \_\_\_\_%
* Analysis
  + Provide Previous Data/Result Analysis   
    (Include if benchmark was met and how results relate to outcome statement):
* Improvements
  + List any Improvements Made in the **2011-2012** (Last Academic) Year:
  + Evaluate Why Improvements Were Successful/Were Not Successful:
  + What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):
* Recommendations/Actions for **2012-2013**
  + Person Responsible (Who will complete the action?):
  + Action Plan:
  + Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
  + What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):