Amarillo College

Office of Planning and Advancement

<<Committee>>

August 20, 2012

<<Division>>

<<Program>>

Thank you for submitting your annual Planning and Evaluation Tracking (PET) form.

These forms help Amarillo College keep track of meaningful improvements being made throughout the institution, while providing valuable documentation for Divisions/Departments as goals are met.

The <<Committee>> was charged with evaluating your 2012-2013 PET form. A summary of that evaluation is included as an e-mail attachment along with your PET form.  The intent of this feedback is to help you improve the PET process each year and, as a result, remain aligned with AC’s Strategic Plan and Mission Statement.

If the PET Response form indicates that any additional information needs to be provided, please send the requested information and/or send a modified version of your PET form to the Assessments Coordinator by the conclusion of the **fall 2012** semester.

If you have any questions about your evaluation report or the PET process, please contact me at 371-5420 or [kmw@actx.edu](mailto:kmw@actx.edu).

To review past PET forms, visit the Library Archives links:   
[2009-Most Recent Forms](http://www.actx.edu/archives/index.php?module=article&id=17)  
[2002-2008 Forms](http://www.actx.edu/archives/index.php?module=article&id=14&page=1)

Sincerely,

Kristin McDonald-Willey

Assessments Coordinator