



# Campus and District Planning Process

# 2012-17

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Guidelines for Objectives for the Campus and District Planning Unit  
Process 2012-2017

Objective  
Guidelines

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## Background

Under current SACS guidelines, colleges must have an Institutional Effectiveness (IE) process for its educational programs, administrative support services, educational support service, and community/public service. The Campus and District Planning Process is the IE process that Palm Beach State College uses to document that its administrative support services engage in assessment and improvement activities.

## Overview of the Campus and District Planning Process

Evaluation of administrative support services is conducted in a closed-loop process. The process includes the following steps: (1) establish measurable improvement objectives tied to the College's mission and current strategic plan, (2) provide interim evaluations or progress reports and (3) provide a final report detailing the improvements that were made and future use of the results.

## Reporting Units

There are eight reporting units; four at the College-wide or district level and one for each of the four campuses. The reporting units are listed below, along with the responsible administrator.

Reporting Unit	Administrator
Academic Affairs	VP Academic Affairs
Business and Administrative Services	VP Business & Administrative Services
President	President and Executive Assistant to the President
Student Services	VP Student Services & Enrollment Management
Belle Glade Campus	Provost Belle Glade Campus
Boca Raton Campus	Provost Boca Raton Campus
Lake Worth Campus	Provost Lake Worth Campus
Palm Beach Gardens Campus	Provost Palm Beach Gardens Campus

## Establishing Objectives

The College's current strategic plan ([Strategic Plan 2012-2017](#)) is a five-year plan. Thus, the objectives should be broad and relatively ambitious in their scope. They should require multiple years to accomplish and should represent a new initiative or direction within the College. Objectives may be multi-faceted, with distinct (but related) facets occurring simultaneously or sequentially across the five-year span. The objective must be measurable; that is, there must be empirical indicator(s) to verify if the objective has been accomplished and/or the extent to which it was achieved.

**District-Level Reporting Units:** For College-wide reporting units, there must be at least one objective for every distinct unit under that administrator's supervision (sub-units). For example, in Academic Affairs, there must be at least one objective from Distance Learning, Academic Services, Institutional Research & Effectiveness and the Bachelor's Programs. Administrators can request that one or more sub-units be combined for this IE process; the President's Cabinet will review and approve such requests. It is also

appropriate to establish objectives that will be accomplished collaboratively between sub-units, as long as each sub-unit has at least objective.

**Campus Reporting Units:** At the campus level, there must be at least one objective related to academics and at least one related to student services. Again, it is appropriate to establish collaborative objectives, as long as there is at least one academic and one student-service objective.

### Objective Template

A Word template has been created for describing objectives. The template is shown on the next page and the table below describes the fields to be completed.

Template Field	Description
Campus/District	Drop-down; select the reporting unit
Reporting Administrator	Type in the name of the administrator or scribe
Short Title	Provide a short descriptive title for the action plan
Description	Describe the 5-year objective in a brief paragraph
Mission	Select the aspect(s) of the mission related to the objective
Goals	Select the goal(s) related to the objective
Action Plan Summary	Summarize the action plan; detailed steps are not required
Objective Achievement?	Indicate how accomplishment of the objective with be identified
Data/Evidence	Indicate the data or evidence that will be used to measure achievement of the objective

## PALM BEACH STATE COLLEGE DISTRICT/CAMPUS ADMINISTRATIVE PLANNING UNITS

**Reporting Year:** 2012-2013

**Campus/District:** Choose an item.

**Reporting Administrator:** Click here to enter text.

**OBJECTIVE 1**      **Short Title:** Click here to enter text.

**Describe the five-year objective:** Click here to enter text.

**This Objective supports the following areas of the Palm Beach State College Mission below (check all that apply):**

- ☐ Create and sustain a dynamic teaching and learning environment...
- ☐ Provide high quality education...
- ☐ Provide an accessible, affordable education...
- ☐ Prepare students to compete successfully in a diverse global community...
- ☐ Prepare students to contribute ethically in a diverse global community...

**This Objective supports the Palm Beach State College Strategic Plan Goal(s) below (check all that apply):**

- ☐ Advance a constant commitment to excellence in teaching and learning
- ☐ Respond to the current and emerging educational needs of the community with innovative educational opportunities
- ☐ Promote and practice operational efficiencies in all areas
- ☐ Practice effective enrollment management to ensure optimal access, retention, program completion and student success

**Action Plan Summary:** Click here to enter text.

**How will I know that the objective has been achieved?** Click here to enter text.

**What data/evidence will I use to document the achievement?** Click here to enter text.

**Progress Reports and Final Report**

After the objectives have been approved by the President's Cabinet, the data from the templates will be entered by the IRE office into a web-based software product, Compliance Assist! Annual progress reports will be submitted by the administrator or designated scribes in June 2013, 2014, 2015 and 2016 via the software product. Final reports will be entered into the software in May 2017.

**Timeline for Implementation**

Event	Timeline
First draft of the objectives due to IRE office	October 19, 2012
Review of objectives by IRE office	October 20 - November 1, 2012
Final objectives due to IRE office	November 15, 2012
Action Plan Implementation begins	January 2013
Progress Reports	June 2013, 2014, 2015, 2016
Final Reports	May 2017

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