**Unit Planning Process**

Each organizational unit in the College is expected to prepare an annual unit plan. The plan establishes the purpose of the unit and links it to the institution’s mission. It includes three to five measurable objectives that support the strategic planning priorities (i.e., strategic plan), the annual developmental objectives (i.e., annual plan), and the institutional outcomes.

The Office of Planning, Development, and Institutional Effectiveness provides training, assistance, and appropriate documents during the planning training sessions. A unit plan, when completed, describes the strategies for implementing each objective, defines the means of assessing progress, and the criteria for success based on performance targets for key effectiveness indicators. Assessment criteria may include internal and/or external factors. Examples of internal measures include the number of students served and customer satisfaction levels captured through point of service surveys. External factors may include state licensing exam pass rates, placement in jobs, reports of auditors or program accrediting agencies, and community or employer surveys.

Progress toward achieving the unit objectives and the results are obtained and reviewed twice a year during a mid-year assessment and an end-of-year assessment. Organizational units describe how they will use the results to expand or use services. The results of the unit planning process are reported to the President, Vice Presidents, the President’s Cabinet, and the College-wide Planning Council in the form of an end-of-year report. Every three years, each unit undergoes either an Instructional Program Review or an Administrative Unit Review during which three years of the assessments and results of the respective unit plan are reviewed and evaluated.

**Strategic Planning On-Line (SPOL)**

A funded program of the 2010-11 Planning Council was the implementation of a new College-wide planning software to house unit planning and document progress in preparing documentation for the 2014 reaffirmation of the Southern Association of Colleges and Schools. The Strategic Planning On-Line (SPOL) software was selected per a detailed analysis of similar software by a Committee that represented the Office of the President, the Office of Planning, Development, and Institutional Effectiveness, Academic Affairs, and Student Development. The President and the Vice Presidents approved the purchase of SPOL for the August 2011 implementation.

SPOL is a comprehensive, integrated system that supports institutional effectiveness, specifically strategic planning, outcomes assessment (i.e., including student learning outcomes), program review, and accreditation compliance and reporting. Each College Planning Unit, for the purposes of unit planning, represents offices and departments. Planning Units engage in planning and ensure institutional compliance with accreditation standards. Selected Planning Units report to other Planning Units, creating the hierarchical structure that constitutes the College’s organizational chart.