Steps to Achieving Institutional Effectiveness
- How AC Closes the Loop -

Amarillo College
Amarillo, Texas

Step 1: Affirm and internalize the institutional mission and goals.
• Review the mission and goals and make appropriate changes every 5 to 10 years.
• Connect/reconnect with the institutional mission and goals as appropriate in each division/department/office on an annual and continual basis.
• Review and understand the President’s Objectives and intended directions annually.

Step 2: Review and update the Strategic Plan annually.
• Confirm or alter the planning assumptions.
• Confirm or alter the planning implications.
• Review the Success Indicators and Standards for relevance.
• Examine and update the Status and Trends over time.
• Update the Analysis of the results.
• Establish a new or reconfirm an existing Action Plan for a Standard that has not been reached.
• Determine the outcomes of any existing Action Plans.

Step 3: Use the Strategic Plan (and other relevant evaluation measures) as the framework for program/function planning and evaluation annually.
• Use expanded definitions of institutional goals as needed.
• Design or reconfirm program/function specific goals to support institutional goals.
• Review all relevant evaluation documents:
  ➢ Area Program Review outcomes and follow-up
  ➢ Individual Performance Evaluation results
  ➢ Specific Plan documents (Distance Education Plan, etc.)
  ➢ Other assessments (surveys, etc.)
Step 4: Build or reconfirm the Planning, Evaluation and Tracking (PET) process for each program/function annually.

- Involve personnel in the PET process.
- Identify or reconfirm program/function purpose/mission.
- Identify program/function goals.
- Examine assessment tools and standards for currency and accuracy in evaluating the program/function goals.
- Document the assessment results. Maintain 2 – 5 year history of results.
- Use assessment results to make improvements or changes where appropriate.

Step 5: Focus Strategic Budget Planning on results that need improvement or change annually.

- Involve personnel in the Strategic Budget Planning process.
- Document improvements/changes made as a result of any funds allocated to requests in the current or a relevant previous budget.
- Identify improvement strategies (projects, initiatives, programs) with supporting documentation and rationale that show how results of assessments are being used.
- State any new requests needed to support the improvement strategies.
- Prioritization of requests is then accomplished with division budget supervisors. Further prioritization is to occur with the executive in each area.
- Final budget decisions are negotiated within the Executive Committee and with the President.
- The annual budget is reviewed and approved by the Board of Regents.
- New requests, projects or initiatives approved in the annual budget require a report of outcomes with the next year’s budget cycle to document and evaluate the status and success of improvements/changes that were implemented.

Outcome: Prudent decision making and problem solving are based on a continuous cycle of documented results. Quality then prevails!