

Planning and Assessment Council Charter

Purpose of the Planning and Assessment Council

The purpose of the (PAC) is to provide oversight and guidance to all institutional planning and assessment.

Stakeholders

Students	
All areas of Ozarka College	
Community	
Ozarka College Board of Trustees	

Council Members and Roles

Dr. Mike DeLong (Co-Chair)	Staff Organization President
Joan Stirling (Co-Chair)	Ozarka College President (Ex-Officio)
Administrative Council	
Division Chairs	
Faculty Council Chair	

Scope and Boundaries

The PAC monitors, reviews, coordinates, and suggests enhancements to Ozarka College's planning and assessment efforts for each of the following:

- College strategic planning
- Follow-up on actions of the strategic plan
- Use of assessment information to drive the planning process
- Use of assessment in improving student learning and institutional effectiveness
- Using planning to drive budgeting
- Identified measures of student learning
- Identified measures of institutional effectiveness
- Systemic process check
- Follow-up and documentation of measures of student learning and measures of institutional effectiveness

The purpose of planning at Ozarka College is to methodically work toward our vision within the boundaries of our mission. We accomplish this through the continuous assessment and improvement of all of our processes. The purpose of assessment at Ozarka College is to facilitate the continuous improvement of student learning and institutional effectiveness. Ozarka College will gather and evaluate information, make informed and relevant changes, and assess the efficacy of those changes.

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We shall evaluate our processes in both qualitative and quantitative terms to help us focus on improvement. In an open, but deliverables-focused environment, we shall:

agree on specific problems to be addressed,

brainstorm for possible solutions,

normalize our approaches by focusing on the most value-added and promising solutions,

define the appropriate process assets or deliverables needed to support institutionalized behavior,

support the training and performance of the improved process, then vigilantly **measure** the process performance, being careful not to blame people, but focus on process performance.

Resources

The Planning and Assessment Council will meet on a regular basis, in general, once a month, to review progress on the planning and assessment activities. As a default, nominal involvement in the PAC means a commitment of meeting time and some meeting preparation time. Those who are assigned action items or initiatives may require a greater commitment of time dependent on the nature of and their role in the activity.

Ground Rules

Attendance:

Attend all team meetings

Work sessions start and end on time

Council decision process:

Consensus, with co-chairs decision as fallback

Deliverables:

- PAC meetings will be recorded with Meeting Minutes containing at a minimum the meeting time, date, location, attendees, agenda, discussion summary, decisions, action items, action item assignee, action item planned close date, and action item actual close date.
- An improved process and policies
- Assessments

Expected behaviors:

Listen carefully -- understand before responding

Communicate openly and assertively

Be open to divergent views

Agree only if it makes sense

Negotiate and contract assertively

Don't bog the group down with issues that a few can handle

Emphasize iterative learning; don't get stuck on getting it perfect

Schedule personal efforts and other commitments in line with council plans

Commit to finishing and working from the charter

Use the ground rules and evaluate team progress by them