

## Unit Plan--Outcome #    ) (Page 1 of 2)

*Revised, February 2021. Type directly on this form. Planning is a shared process involving all members of the team.*

**Unit Name:**  
**Planning Cycle Year:**  
**Person(s) Responsible for Oversight of this Unit Outcome(List All):**

**Directions:** *Use 9 point font (Calibri) when completing each section of this form.* Each Unit/Department/Division should have at least 3 to 4 Unit Outcomes. Complete Sections A-F (TAP 1) during the first half of the planning cycle (in the fall) and complete sections G-K during the second half of the planning cycle (spring and summer), TAP 2 & 3. Collect evidence on an ongoing basis in preparation for your Planning Hearing.

### A. Unit Outcome (TAP 1)

*Write out the Unit Outcome. Outcomes must be measurable, with an associated percentage or clear numerical goal to reach. [Click here for TIPS.](#)*

**Unit Outcome:**

<p><b>B. (TAP1) How does this Unit Outcome link to LSCC's Institutional Goals &amp; Strategic Indicators?</b> <a href="#">Click to View on Web</a></p> <p>Goal#:                      Strategy #'s:          Goal#:                      Strategy #'s:          Goal#:                      Strategy #'s:</p>	<p><b>C. (TAP 1) Does your Unit Outcome have any budget implications?</b> (projected expenses over \$500)?</p> <p>If so, what is the projected cost associated w/reaching this outcome?</p>	<p><b>D. (TAP 1) Is this Unit Outcome Continued from the Previous Planning Cycle?</b></p> <p>If "Yes," was this outcome reached (achieved) last year?</p>
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**E. Targeted Activities (TAP 1).** List at least three targeted activities that will be implemented this year to support this Unit Outcome. In other words, what are you going to physically do to ensure that this outcome will be achieved this year?


- 1.
- 2.
- 3.

<p><b>F. Assessment Methods :</b> How do you intend to measure this Unit Outcome using both direct and indirect measures? List each below. (i.e., state board exam results, survey results from Opening Session, etc). TAP 1.</p>	<p><b>G. Did your approach work? What were the Actual Results Obtained :</b> When you measured your outcome (under Section F), what were the results? List the results below numerically. Include both raw data and percentages, if applicable (i.e., 20 out of 25 faculty (80%) achieved A+ certification). TAP 2 &amp; 3</p>	<p><b>H. Achievement of Intended Outcome :</b> In looking at your results, was this Outcome achieved? Yes or No ? (Select the correct box below.)</p> <p>After checking off the answer below, follow the directional prompts to the appropriate section you need to complete (based on your outcome achievement). TAP 2 &amp; 3</p>
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A.	A.	<p style="text-align: center;">_____ Based on the assessment methods used and the results analyzed, as reported under "Column G", this Unit Outcome <b>WAS</b> achieved this year.</p> <p style="text-align: center;">If this Unit Outcome <b>WAS</b> achieved, <u>move to Section "I".</u></p> <p style="text-align: center;">_____ Based on the assessment methods used and the results analyzed, as reported under "Column G", this Unit Outcome <b>was not</b> achieved this year.</p> <p style="text-align: center;">If Unit Outcome <b>WAS NOT</b> achieved, <u>move to Section "J".</u></p>
B.	B.	
C.	C.	


## I: USE OF RESULTS—(For Achieved Outcomes Only)--TAP 3

**Skip this Section if your Outcome was NOT achieved. Complete Sections J, K & L instead.**

 **Closing the Loop:** State, in measurable terms, your achieved Unit Outcome. Then, discuss in detail how the activities you implemented this year were used to improve and/or achieve this Outcome. It is important within your narrative to focus on what modifications and adjustments were made and how the mid term (TAP 2) results were used to improve your activities which enabled you to achieve your projected outcome. \*Never use “will” statements here; only report what has been achieved.

## J: ACTION PLAN FOR IMPROVEMENT—(For Unachieved Outcomes ONLY)--TAP 3

**Skip this Section if your Outcome WAS achieved. Complete Section “I” instead.**

 **Loop Not Closed:** Complete this box **ONLY** if your Unit Outcome was **NOT** achieved. First, report (in measurable terms) the achievement of the outcome thus far. Then, provide an explanation as to why the outcome has NOT been reached .  
**NEXT: Complete Box "K" and "L" and submit your full Action Plan.**

**Complete Section "K" & Section "L" if your Outcome was not achieved.**

**K. (TAP 3) Action Plan Implementation and Accountability: If you have an Action Plan, address the following:**

1. Who will be responsible for the implementation, tracking, assessing and reporting for the Action Plan?  
Person(s) \_\_\_\_\_
2. When do you anticipate, as a unit or division, that you will achieve the measurable goal set for your Unit Outcome?      \_\_\_ Fall      \_\_\_ Spring      \_\_\_ Summer **Go to Section "L" after completing "K"**



**Planning Hearing eNotebook Reminder:** Include data/evidence for the following sections in your Planning Hearing eNotebook: **“Section F”:** (*Assessment Method Tools Used*); **“Section G”** (Actual Results) & **“Section I”** (*Use of Results*). **Click Here to Begin Uploading Evidence and Your Unit Plan Docs.**

**PLANNING ALERT:** If this outcome has been listed (and has not been obtained) for three years, the Planning Hearing Committee will have to pre-approve your intended Action Plan. The Hearing Committee has the authority to: **(1)** grant the extension for one more planning cycle; **(2)** decline the request for extension and delete the Unit Outcome; or **(3)** grant the extension for one more year but assist in revising and/or modifying the Unit Outcome with the program.



## Section L: ACTION PLAN (Unachieved Unit Plan Outcome)

<b>Department or Unit:</b>		<b>Unit Supervisor:</b>	
<b>Restate the Unit Outcome:</b>			
How far is the unit away from achieving the Unit Outcome (UO)? <b>Example:</b> Goal is 70%. Currently 60% achieved.			
<b>Directions:</b> Work as a unit to complete the two Action Plans below that outline (in detail) the specifics of each plan and proposed timeline to achieve this Unit Plan. <a href="#">Click for Tips</a>			
<b>Action Plan Item #1:</b> Below...detail out the 1 <sup>st</sup> <i>Plan-of-Action</i> to achieve this UO. This a required section.			
<b>Responsible Party for this Action Item:</b>		<b>Anticipated Completion Date:</b>	
<b>Action Plan Item #2:</b> Below...detail out the 2nd <i>Plan-of-Action</i> to achieve this SLO. This is required section.			
<b>Responsible Party for this Action Item:</b>		<b>Anticipated Completion Date:</b>	