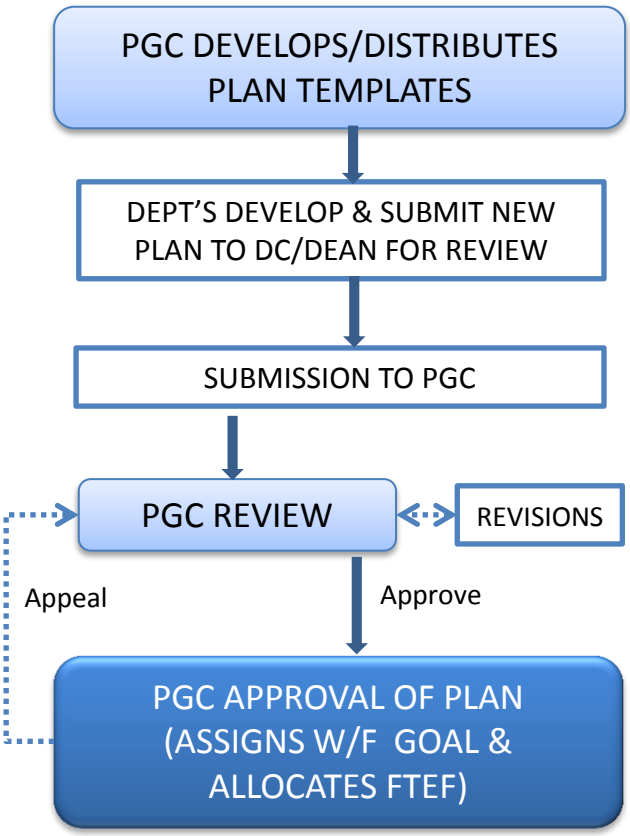
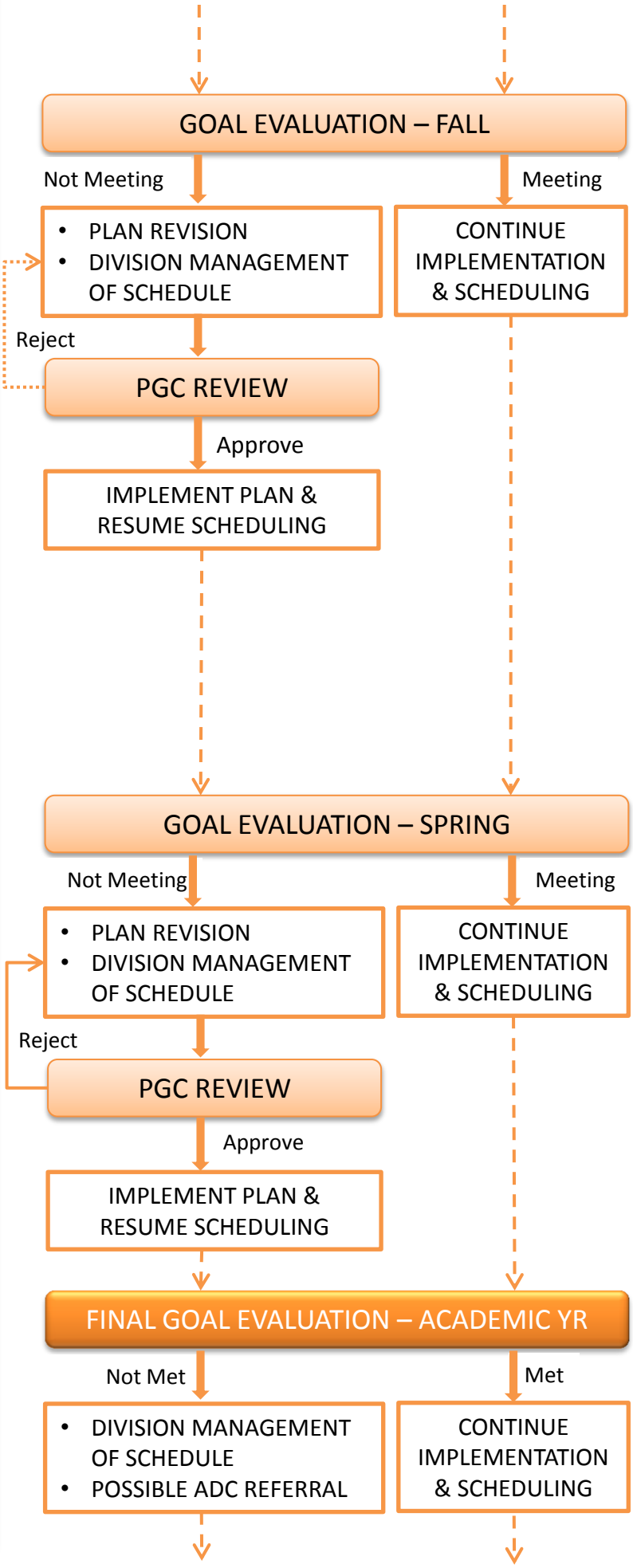
ESTABLISHING DEPARTMENT GOALS FOR UPCOMING YEAR



EVALUATION OF APPROVED PLANS IN CURRENT YEAR



Establishing Department Goals for Upcoming Year

"PGC DEVELOPS/DISTRIBUTES PLAN TEMPLATES":

- PGC shall consult each department prior to establishing the department's goals.
- Goals will be based on the previous year's data and the first census of the fall semester of the current year, if available, and any other pertinent information.

"DEPARTMENTS DEVELOP & SUBMIT NEW PLAN TO DC/DEAN FOR REVIEW":

- The department will develop a plan for achieving its assigned goals.

"SUBMISSION TO PGC":

- This plan must be submitted to PGC for approval in time to not disrupt scheduling.

"PGC REVIEW":

- The PGC will have <u>ten (10) working days</u> after receipt of the plan to review.

"REVISIONS":

- If the PGC does not believe the plan is workable or will cause an adverse impact on students, the PGC may propose changes to the plan.
- In such cases, the PGC must state objections to the plan in writing and will also propose written alternatives.
- The appropriate administrator/Division Chair will continue to manage the schedule (including class size and class cancellation policy) until such time as an approved plan is in place.

"APPEAL":

- Adjustments in the goals may be made by the PGC in cases where insufficient and/or erroneous data were by the committee to establish the department's goals.

"APPROVAL":

- PGC will transmit goals to each department.
- Departments' goals will be established the fall of each year for the following year.
- In the event that the PGC is unable to recommend department goals, the President (or designee) will set the department's goals.

Evaluation of Approved Plans and Goals

"GOAL EVALUATION":

- The department's success in achieving its goals will be evaluated by the PGC as soon as appropriate enrollment and census data are available.

"Not Meeting":

- If the department fails to meet the goals, it will develop a revised plan for achieving the department's goals.
- Until the revised plan is approved, the management of all aspects of the schedule will revert to the appropriate administrator/Division Chair.

"PGC REVIEW':

- The PGC will then review the plan.

"REJECT"

- If the PGC still does not believe the plan is workable or will cause an adverse impact on students, the PGC may reject the plan.
- In such cases, the PGC must state in writing why the plan is being rejected and may propose written alternatives where appropriate.

"IMPLEMENT PLAN & RESUME SCHEDULING"

- After approval of the plan by the PGC, the department will resume scheduling.