**Department Planning**

The annual Department Planning process provides an opportunity for deans, managers, faculty and staff to reflect on performance relative to department (program review) and college-wide strategic goals and objectives. It provides an organizational structure for departments to engage in meaningful conversations about program performance, make plans for continued improvement, and assess results.

Outcomes of the annual process include identification of meaningful trends/data points, a report on progress toward department goals, establishment of goals for the coming year(s), and project and resource planning, with Vice Presidents throughout the process.

**Department Planning Principles**

* Holistic, strategic approach to program improvement
* Value lies in the process, not the product
* Broad, regular engagement and dialogue (dept. faculty & staff, dean/director, ED/VP)
* Balance of consistent frameworks and flexibility
* Accountability, responsiveness and adaptation
* Creative and expansive thinking to maximize resources
* Continuous process; continuity across years

**Department Planning Schedule**

**Fall Term – November 30**

Program Review Implementation Plans

Department Plans (Goals and Resource Requests)

**Spring Term – June 14**

Progress Reports

**Spring Progress Report Format**

**Section 1: Progress Report**

After department-wide engagement and dialogue, please report on the progress you have made toward department goals and college-wide [strategic directions](https://www.lanecc.edu/planning/strategic-directions) and [institutional priorities](https://www.lanecc.edu/planning/strategic-priorities).

Your report should:

* Be organized around key goals and strategies for the department and provide a brief narrative on progress made over the past year(s). Be sure to reference goals stated in completed program review(s) and department goals submitted in the fall.
* Keep to high-level points and major milestones.
* Address standard data elements and department datasheets with the understanding that year end data will be finalized over the summer.
* Include or reference evidence to support your assessment.
* Acknowledge and celebrate accomplishments.
* Comment on setbacks and/or adjustments that have been made to date.

Please schedule time at a spring term department meeting to have a progress report conversation with your team and honor the work you have done over the past year(s). **Need help encouraging participation?** We can help. If you inform the PIE office at least one week in advance about your department’s gathering, we’ll deliver pie to the table for your team’s progress and feedback discussion.

**Section 2: Ideas for improving systems and structures- Making better ‘PIE’**

Please identify any ideas you and your team may have for making our systems, structures, and processes more efficient and more meaningful in your planning and improvement efforts.

Lane’s Planning and Institutional Effectiveness model is designed to support and further the college’s mission, with a focus on student learning and success. Your assessment of our efforts is a critical part of our college’s feedback loop which assists our **continuous process improvement**. For example; after feedback from last year’s process, we used a spreadsheet format for collecting department budget worksheet this year instead of using a database.

Some themes that have already emerged from feedback about this year’s cycle include:

* Sequencing of program review implementation and department plans
* More training on data package, budget/resource allocations, funding sources
* Ability to capture plans and budget allocations across multiple years

***For questions or additional guidance, please contact Jen Steele or Anna Scott***

**Spring Term Progress Report Template**

Spring Term progress reports are due by the end of the term, June 14, 2019. Please email your report to Planning and Institutional Effectiveness, pie@lanecc.edu.

Please limit your reports to three to four pages.

**Section 1: Progress Report**

After **department-wide engagement and dialogue**, please report on the progress you have made toward department goals and college-wide [strategic directions](https://www.lanecc.edu/planning/strategic-directions) and [institutional priorities](https://www.lanecc.edu/planning/strategic-priorities).

**Section 2: Ideas for improving systems and structures- Making better ‘PIE’**

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