

Unit Planning Frequently Asked Questions

When is my unit plan due?

Learner Success unit plans are due October 31.
Infrastructure Services unit plans are due November 30.
Strategic Advancement unit plans are due November 30.

Do I have to do a unit plan?

Yes, each unit of the college is responsible for a three-year plan updated annually. You will be asked to participate by the leader of your unit. Unit planning should be a collaborative process and used as a tool for establishing priorities.

What is the definition of a “unit”?

Your supervisor and College Council leader determines the unit you are in. It should be a group who has a common mission and goal. Typical examples are: Medical Laboratory Technician program, the Research and Planning department, and the Human Resources department. If you are not certain of your unit, discuss it with your manager.

What happens to the unit plan after it is completed?

Your unit plan should be shared among unit members and your leader to use for setting work priorities and for checking progress. It should be the topic of periodic discussions at unit meetings. It is a tool to establish measures for accomplishment of your outcomes. Secondly, the unit plan is entered into the college planning database for sharing, communication, and gaining support across the college. Thirdly, with the exception of routine replacement equipment, it serves as the justification for requests for capital or operational funding. Requests for new money need to be tied back to a unit plan.

How do I write an outcome statement?

Outcomes are written in the form of the end result from the work and are measurable. Instead of “Recruit more students” or “Improve retention,” outcome statements could read “The headcount of degree credit students will increase by 5%” or “The percent of students who complete all program courses with a C or better will increase by 10%.”

Do we have to list measures and targets?

Yes, as we apply our continuous improvement philosophy, we need to collect data, or evidence of our efforts so that we can check if they have been effective. Measures can be simple – the goal is to answer the question, “how will I know if I have accomplished the outcome?” The measure simply describes the item you will measure and the target is what you hope to achieve. For example:

Outcome:	An increased number of students will be served.
Measure:	Unduplicated student headcount.
Target:	10 new students each year for three years.

What good is unit planning if there is no or very little new money?

Thoughtful planning is necessary to develop priorities to document goals and to create commitment to areas for improvement. Out of planning may come some items that need funding, however, many outcomes do not require money. And, there may be other items in your unit's larger area that could be reallocated to fund these new items. If new money is critical to accomplish an outcome, the funding requests can be brought forward in the budget process. Requests for new capital equipment or remodel projects must be linked to the unit plan. The unit plan can be adjusted if funding is not achieved. Resource allocation is tied to good planning in the college planning process. Good planning is critical to accomplish outcomes in the most cost effective manner.

Who is on the College Council?

A list of college council members is located in the [About MATC](#) webpage.

How do I amend my unit plan?

Unit plans can be updated and edited any time during the year. However, on one due date in the fall a unit's plan must be submitted for placing information into a database that will be used for resources and cross unit collaboration. Edits made after the submission date will go into the following year's plan submission.