

Unit Planning: A Planning Tool

Madison College has made a commitment to work towards continuous improvement by striving to become better at how we work in order to serve our students and stakeholders. The College has made this commitment through the accreditation process (AQIP), which means it is important that processes are documented, that the College assesses and plans for the future, creates outcomes and that the results are analyzed and measured so the College can improve; these are all addressed in unit planning.

The Madison College District Board sets the vision for the College by identifying major themes that the College should focus on to accomplish its vision. The Executive Team then takes the Board's vision and determines how to achieve the vision and how to track progress, which is documented in the College's Strategic Plan. Unit planning is a planning tool. It ensures that college employees are working towards these same goals; it is an ongoing process in which units create a rolling three-year plan. Unit plans are detailed action plans that are designed to accomplish the unit's goals and ultimately College's strategic goals. Annually, in the fall, units submit an update of their unit plan, which means they can work from their previous year's plan to:

- 1) review their previous year's assessment and revise it as needed
- 2) review their previous outcomes for progress and/or completion
- 3) review upcoming priorities, outcomes and activities for those they developed in the previous year's unit plan
- 4) develop/add priorities, outcomes and activities for the third year of the three-year plan

The unit planning process can begin anytime. The plan can be saved, stored and edited throughout the process. When a unit "submits" its plan it is forwarded to their dean/director for review. The dean/director will have the opportunity to "finalize" the plan or "return the plan with comments." Only after they click the "finalize" button is the plan entirely finished. Learner Success and Learner Development unit plans are due to be finalized by October 31 and all other unit plans are due to be finalized by November 30.

You can access the unit plan website by selecting "Unit Planning" on the A-Z index or by going to <http://intranet.matcmadison.edu/plan-assess/index.php>. This unit plan page allows you to do two things: 1) view another unit's finalized plan by selecting the unit's name from the dropdown list and the appropriate fiscal year and 2) login to your own unit plan to create and/or edit your plan. Note: You cannot edit a unit plan once it has been submitted.

For password, technical or login related issues, contact the Help Desk at 246-6666. If you are a new unit planner and do not have login information, contact [Jennie May](#), 243-4042 for a login id/password.

Main Page

Madison Area Technical College

Jennie May [log out](#) **1**
[change password](#)

Unit
» TEST INSTRUCTIONAL UNIT
» » Unit Lead: INSTRUCTIONAL TEST USER

Department
» TEST DEPARTMENT

Resources
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FY1213 Unit Planning Sections
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Your FY1213 Unit Plan
Created: 02:43:50 PM Jul 11 2011
Last changed: 10:40:53 AM Jul 18 2011
Last changed by: Ali Zarrinnam
Status: **In Progress**

You have **135 days left** to finalize your unit plan. Due: Nov 30 **2**

Notice

There are **2 sections** in your current unit plan that must be completed before submission:

Assessment question answer is not complete [edit](#)

Activity has not been assigned [edit](#)

Past Unit Plans **3**
No past unit plans are available for viewing

Other Unit's Plans
Look up another unit's plan:
Unit Plans from FY1011 and prior are archived and can be found in the [previous Unit Planning tool](#).

- 1) User information: This displays the user's unit, the unit lead and the department to which the unit belongs. This is also where you change your password. In the middle of the screen you will see the "Getting Started" guide, which is this document you are reading, and below that are links to all the main pages of the current unit plan. To the right are the details of the current plan including when it was created, when/who made the last updated and the status of the plan (in progress, finalized, etc). There is a printer icon below the status; use this to print your entire unit plan. There are printer icons on each page too, use those to print individual pages of the unit plan.
- 2) Unit Plan Information: This shows when your plan needs to be finalized and how many days until that date. Below that is a list of mandatory items that haven't been completed in your unit plan. These must be completed before your plan can be submitted.
- 3) In future years your past unit plans will be listed here, under "Past Unit Plans." To access the historic unit plan of any unit in the college click on the "previous Unit Planning tool" link and when the new window opens choose the unit from the dropdown list. Then choose a fiscal year and click "View!"

Mission/Vision Statement Page

Madison Area Technical College

Mission/Vision Statement [Main Page](#) » [Mission/Vision Statement](#)

What is the mission and vision statement for your unit?

LONG-TERM VISION

1. A leader in providing relevant, practical paralegal education for career success.
2. Students have access to program courses in a variety of non-traditional formats (including TelePresence, online, accelerated, and blended course delivery), yet not at the expense of our successful face-to-face program.
3. Curriculum offerings are based on current data evidencing student preference and employer need.
4. A high-functioning and cohesive faculty team.
5. State-of-the-art technology in our classrooms and labs.
6. Program and curricular changes driven by data from multiple sources.
7. ABA-approved program in good standing with this approval organization.
8. Recognized host of cutting-edge continuing education paralegal offerings for both current students and graduates.
9. Articulated program with public and private WI 4-year colleges.
10. Year-round course offerings (fall-spring-summer) for accelerated completion of the Post-Baccalaureate Certificate and Associate Degree.
11. A generous number of scholarships available to our program students through the Madison College Foundation, evidencing wide-spread individual and corporate support for this program as partners providing cost-effective legal services to the district community.

Last Saved:
10:06:20 AM Jul 18 2011

Last Saved by:
Ali Zarrinam

A mission/vision statement should be realistic, credible, easily understood, appropriate, ambitious and responsive to change. Your mission/vision statement should align with the College's strategic plan. It should also be consistent with the College's values.

Note: You can edit any of the textboxes throughout the unit plan tool by clicking on the text and typing in the textbox.

Results of Previous Completed Outcomes Page

Madison Area Technical College

Results of Previous Completed Outcomes [Main Page](#) » Results of Previous Completed Outcomes

Please provide the results of the outcomes that were completed in the last academic year.

[imported from previous unit planning tool]

Outcome Description Facilities and program planning (long and short term) takes into account the technology needs of the program.	Completed? Yes
Comments [click to edit]	Last Saved: 02:30:36 PM Jul 7 2011
	Last Saved by: Jennie May

[imported from previous unit planning tool]

Outcome Description The program maintains relationships with the WSLL and UW-Madison Law School libraries which provide legal research resources to program students.	Completed? Yes
Comments [click to edit]	Last Saved: 02:30:44 PM Jul 7 2011
	Last Saved by: Jennie May

[imported from previous unit planning tool]

Outcome Description Develop two critical 2-credit preparatory courses for program students: 1. Summer interim pre-program course to orient students to the program, teach and assess for key program entrance skills (including keyboarding requirement), and provide professional and academic planning for each student's academic career in the program; and, 2. Summer pre-internship course to teach key internship site search skills (including interview skills), assist students in the preparation of their internship application packets (including writing sample portfolio, resume, and cover letters), and the securing placements for all fall and spring interns.	Completed? Yes
Comments [click to edit]	Last Saved: 02:30:52 PM Jul 7 2011
	Last Saved by: Jennie May

Prior to planning for the future, each unit needs to assess the progress it made since last year. What outcomes were completed and what still needs to be worked on? It is important to assess outcomes so their progress and completion are documented. The unit planning cycle includes: a self-assessment, outcome and activity planning, carrying out of action plans, measuring and assessing the results, then finally improving upon that work. Based on this principle of continuous improvement, improvements will be documented and their impact on students and stakeholders will be demonstrated.

You will be asked if you met the outcomes with a completion date during the previous academic year. If you did not meet the outcome, indicate why and what your next steps for this outcome are.

Data Trends Page

The screenshot shows the 'Data Trends Page' interface. At the top left, there are several navigation links: 'Academic Master Plan', 'Facilities Master Plan', 'Cognos BI Data Cubes', and '2010 District Plan of Representation'. Below these are two informational paragraphs: 'WTCS System Reports' and 'WTCS Client Reporting Homepage'. The main content area is divided into two columns. The left column has a header 'program/unit specific data' and three links: 'Five-year trend data', 'LOAD results report', and 'QRP Scorecard'. The right column has a header 'Add a Current Data/Trend' and a form with fields for 'Current Data/Trend Source', 'Trend URL (if applicable):', and 'Current Data/Trend'. Below the form is a text area for 'What it means to the Program/Department' and a 'save!' button. Three callout boxes are present: box 1 points to the navigation links, box 2 points to the 'Five-year trend data' link, and box 3 points to the 'Add a Current Data/Trend' header.

- 1) This is a list of college-wide data.
- 2) If you belong to an educational program these links will include unit specific data. The five-year trend data provides a variety of data including enrollments broken down by age/ethnicity/gender/ft-pt status, core course success and graduate information among other data pieces. The LOAD results report provides a five year report of the LOAD data that your program entered, by program outcome and core ability. The QRP Scorecard displays up to five years of both the state determined data indicators and the college determined data indicators that are primarily used for Quality Review Process (QRP) Improvement Plans. A QRP improvement plan will be created as part of this unit plan in order to be compliant with the Wisconsin Technical College System's requirement that all programs have an active improvement plan. If you do not belong to an educational program there will not be any links here.
- 3) Here you can add your own data related to your unit plan. Provide a title for the data, the website address (url) if the data is online or paste the data into the 'Current Data/Trend' textbox, and write a brief description of what this data means to your unit (why you're uploading the data/trend). When you click 'save!' you will see the information appear on the left side of the screen below the 'program/unit specific data.' If you would like to upload a file (Word, Excel, PowerPoint, PDF) you can do so after you add the data trend. Click on the 'upload file' button and navigate to where you have the file saved. Then click open. The file name will appear to the left.

Unit Assessment, Priorities and Planned Outcomes Page

Unit Assessment, Priorities and Planned Outcomes [Main Page](#) » Unit Assessment, Priorities and Planned Outcomes

Please answer the assessment questions which will help identify priorities for improvement for your unit. For each priority identified, please develop an Outcome and list of Activities outlining how you will address this priority for improvement. Please choose three (3) priorities for each academic year. Please ensure that your Outcomes and related Activities are closely aligned with College's Strategic Goals:

1. Meet the access, learning, and workforce needs of our students and community.
2. Retain the students to completion.
3. Improve facilities, systems, and processes while meeting fiscal challenges.

Assessment Questions - Non Instructional Units

Collaborative Planning

1. What is your unit's process for completing annual planning and/or meeting its outcomes?
2. Who is involved in this process?

Answer:

[click to edit]

Last Saved:
01:33:55 PM Sep 11 2012

Last Saved by:
Jennie May

Alignment with College's Strategic Plan

3. How does your unit's planning align with the college's 3 year strategic goals?
4. How do you prioritize your planning and activities to align with your unit budget?

Answer:

[click to edit]

Last Saved:
02:46:49 PM Aug 16 2011

Last Saved by:
Ali Zarrinam

This is the page where you will do a majority of the unit planning. You should start by answering all the assessment questions on the left side of the page. If you have already answered the questions in a previous year you should review and revise your answers. Answer/Review the questions thoroughly; this will help you form an overall picture of your unit before you prioritize the areas you will focus on improving over the next three years. If the questions aren't applicable to your unit enter 'n/a' in the answer textbox. Be sure you click save before you move on to the next question. Once you have saved all your responses refresh the page by clicking the refresh button in your browser or pushing the F5 button on your keyboard. Now your page will refresh and show headings for each of the three fiscal years you are planning for.

Unit Assessment, Priorities and Planned Outcomes

[Main Page](#) » Unit Assessment, Priorities and Planned Outcomes

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FY1314 FY1415 FY1516 ?

Assessment Questions - Instructional Units

Working Together with your Center

n/a n/a n/a

1. How does your unit work together and with your center to complete this unit planning process?
2. How do you prioritize the needs and work of your unit in this process?

Answer:

FT program faculty work collaboratively as a team on the program's unit plan in late spring and summer, rather than fall. This provides optimal planning for program needs with respect to the College budget process. FT faculty work year-round to accomplish the priorities of the program. Work is divided equitably among the three FT faculty based of the interests and strengths of each.

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01:50:06 PM Aug 22 2012

Last Saved by:

Jennie May

About Your Unit

n/a n/a n/a

3. How is your program or department organized?
4. What role does your program director/department chair play?
5. How does the mission and vision of your team align with the mission and vision of the college?
6. How does your program or department participate in decision-making with your center and the college?

Answer:

The Program currently has three FT faculty and 3-4 PT faculty per semester. One of the FT faculty serves as

After you answer all the assessment questions you decide which three areas you would like to focus on each year for the next three years. You can (and are encouraged to) focus on the same area for multiple years. Notice across the top of the page there are headings; these are the fiscal years you are planning for. For each fiscal year you will choose three priorities: 1, 2 and 3. When you determine which area/category to work on for the first fiscal year click on the n/a below that year and in the same row as the category. A drop down list will appear and you can select which priority it is (1 – first, 2 – second, 3 – third), then click 'ok' to save your choice. Do this for each of the three priorities and each of the three fiscal years.

Outcomes Page

The screenshot shows a web interface for managing outcomes. At the top, there is a header labeled 'Outcomes' with a minus sign icon. Below the header are three tabs for fiscal years: 'FY1213' (selected), 'FY1314', and 'FY1415'. The main content area is divided into two columns. The left column contains two sections: 'College Strategic Plan Goal Alignment:' with the text 'Meet the growth demands of our students and community', and 'FY1213 Outcome Statement:' with the text 'Continuously improve the program to meet and exceed the expectations of stakeholders.' The right column contains three sections: 'Import' with a question mark icon and a link 'import outcome from past unit plan'; 'Last Saved:' with the timestamp '10:30:06 AM Jul 18 2011'; and 'Last Saved by:' with the name 'Ali Zarrinam'. At the bottom of the right column is an 'Activities:' section with links 'view activities (1)' and 'add activity'.

When you select an area as a priority for one of the three fiscal years you will notice the heading 'Outcomes' appears under the answer to the corresponding questions. If you click on the '+' to the right of 'Outcomes' it will expand that section to show the fields you need to complete to develop a plan for this priority. You'll choose a college strategic plan goal to align to, write an outcome statement and add activities. Note: if you chose the same area to focus on for more than one year you will see multiple tabs for the associated fiscal years.

Outcome statements should be written to describe what you envision the program/students/stakeholder/etc. will do or accomplish as a result of addressing this area.

With the import feature you have the ability to import outcomes from your previous unit plan. After clicking 'import outcome from past unit plan' you will see a list of outcomes from last year's unit plan. Click on 'import' below the outcome you would like to import and it will be copied into the 'Outcome Statement' field.

Activities Page

Add an Activity

Activity/Action Steps:

Activity Start: Jul 2012

Activity Complete: Jun 2013

Assigned to:

Financial Resources Requested

Yes No

Activities are the specific tasks required in order to accomplish your outcome.

Regarding activity start/complete dates, fiscal years run from July 1 to June 30 so activities should start no sooner than July of the fiscal year of the associated outcome and they should end no later than end of June following year. For example, an activity written for a FY1314 outcome should have a start date of July 2013 or later and a complete date of June 2014 or sooner.

If financial resources are requested indicate that here. If there is more than one funding source, click on the 'yes' below the heading '2nd Financial Resource Requested'. You have the option to enter up to three funding sources. Also, please assign the activity to one or more people who will be responsible for its completion.

Challenges Page

Challenges

[Main Page](#) > Challenges

In your assessment, please consider the potential challenges associated with your ability to obtain your goals. Please list your top three challenges and steps you may be able to take to overcome the challenges.

Challenge 1 +

Funding for innovation within tight budgets.

Challenge 2 +

Continuing to secure site offices for program interns in light of the competition for sites from other, local paralegal programs.

Challenge 3 +

Management of waitlists for both Associate Degree and Post-Bac students.

It is important to understand the challenges that your unit faces as you plan for the future. Provide a brief description of the challenges and how you can reduce or overcome them. Also choose from the dropdown list what challenge category each challenge best fits into.

Submitting your Plan

When you have completed all required sections of the unit plan (see page 2 for information regarding the notice list) the submit button will appear on the main page. After clicking on the submit button your plan will be forwarded to your dean/director for review.

Finalizing your Plan

A feature has been built into the unit planning tool that allows deans/directors to either finalize your unit plan or return it with comments on how to revise the plan before being finalized. You will only have the opportunity to edit the plan if your dean/director returns your plan with comments. Note: After a unit plan is submitted to the dean/director, the plan cannot be edited unless the dean/directors returns the plan to the unit with suggestions/comments.

Conclusion

Unit planning is designed to provide the opportunity to assess your unit and to stimulate a strategic discussion, to give you a path/guide to the future. Unit planning is not just paperwork or a meaningless exercise, rather something that guides your work and will be reviewed annually to monitor the improvements your unit is making. In the spirit of continuous improvement, we will continuously work to improve the unit planning tool and training workshops. Please provide any feedback and direct any questions to [Jennie May](#), 243-4042 or [Ali Zarrinam](#), 246-6446.