

## Timeline for Annual Review of Strategic Plan (revised Sept 2006)

When: August

Who: Planning Council (PC)

What: Alerts campus community that review process of the college's Strategic Plan (SP) is beginning, directs campus to review current posted draft.

When: August - September

Who: VCAA

What: Conduct administrative review of SP; do initial updating in terms of initiatives that have been completed or are obsolete or to reflect new demands and issues. Changes are highlighted, annotated and posted so campus knows what changes are initially made and why.

When: September - October

Who: CLT, FSEC, SSEC, Student Senate

What: Direct their faculty/staff/student constituencies to review the updated SP and pass on suggested changes to representative; includes reminding them of mission and need to support and justify changes.

When: October

Who: PC

What: Incorporates \*all\* changes into SP, highlighting changes made.

When: November

Who: PC

What: Conduct a town meeting (or series of meetings) to allow for questions, concerns, clarification and input.

When: November - Early February

Who: PC (with Chancellor and other key administrators present)

What: Conduct a series of meetings to review suggested changes. Make final decisions on what is included. These meetings - agenda and results - should be communicated immediately and openly so college community can provide timely input into these discussions. PC should ensure transparency of these discussions. Decisions of what is included (needs and goals) must be based on relation of actions and funding to mission (college/program), and based on assessment findings such as program review.

When: Early February

Who: PC, CLT

What: Shares with the campus the resulting SP and gives final opportunity for feedback - sent to the DAA or designee. Addresses comments/feedback in CLT sessions.

When: February

Who: ALO and Accreditation Oversight Committee (AOC)

What: Review and provide input if necessary to ensure actions needed to respond to self-study findings are incorporated.

When: Early February

Who: PC

What: Conducts Town Meetings to discuss SP, changes, future directions etc..

When: February

Who: FSEC, SSEC, CLT

What: Final review and approval of SP

When: March

Who: PC

What: Posts SP with incorporated changes on web