

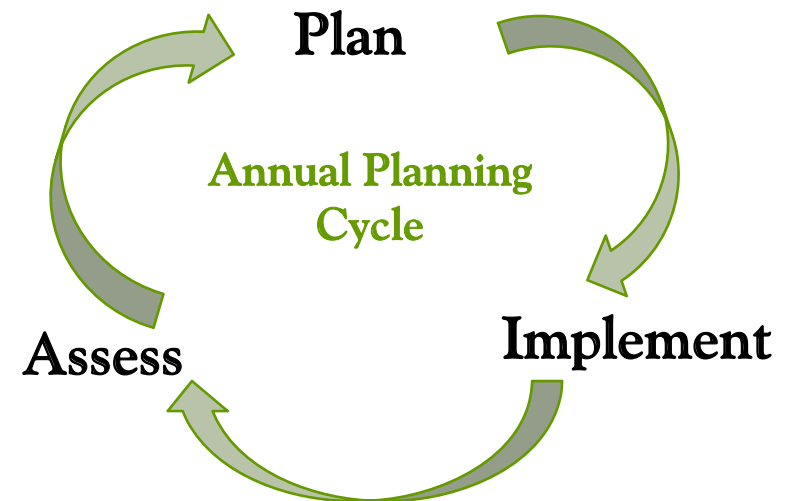
Description of the Annual Planning Process

1. The annual planning cycle, Figure 2, is initiated by the President of the College, who will prioritize the institutional strategic goals. As necessary, the President may designate specific planning assignments.
2. **In the Planning Phase**, by April 15th, each unit will submit its annual plan. The annual plan consists of **institutional strategic goal(s) and measurable objectives(s)**. Objectives include budget projections, expected outcomes/targets, and an implementation strategy, an **action plan** describing who will do what, how, when, and at what cost. Annual plans should be submitted to the Office of Institutional Research, Planning, and Assessment (IRPA) using the **Planning Forms**(Figures 3-9) **and the Budget Form** (Figure 10). The Office of IRPA will review the unit plans, provide technical feedback as necessary, and submit the unit planning documents to the respective unit Vice Presidents for final approval.
3. **In the Implementation Phase**, units will implement their plans during the period of July-February. Unit requests for a change in scope and/or nature in their originally approved annual plans should be submitted to the respective unit head using the Audit Form, Figure 11. A copy of the audit form request should be submitted to the Office of IRPA.
4. **In the Assessment Phase**, by mid-March, each unit will evaluate/assess its progress toward achieving its annual goals and objectives, and submit its assessment and evaluation on the **Annual Assessment Form**, Figure 12. The Office of IRPA will then review the submitted forms, provide technical feedback to the units, and distribute unit assessment/evaluations to the Unit Heads and appropriate entities for the budget hearing process. The flow of information, p. 14, is the same in the Review Phase as that described earlier for the Planning Phase, except the process will culminate with the units presenting their annual progress and next year projections, including budgetary considerations, to the President and/or an appropriate group that he deems appropriate.

Annual Planning and Assessment Cycle

April
Submission of Planning and Budget Forms for the Following Fiscal Year

Deliverables – Units adopt and submit goals and objectives for the upcoming year, including budget projections; Process - Units submit annual plans to unit heads with technical support from the Office of IRPA.



March
Assessment and Budget Hearing Process

Deliverables - Units submit assessment/evaluation of their annual progress to the President in a Budget Hearing Process.

July – February
Implementation Period

Deliverables – Units implement objectives according to their approved action plans indicated on the planning form.