

## ***What is the College Strategic Plan of Operations?***

Sandhills Community College has evolved a planning procedure that allows for a systematic review and allocation of all campus resources. The *College Strategic Plan of Operations* (CSP) indicates yearly goals in a rotating three-year working document. The CSP is supplemented, as appropriate, by five and ten-year vision statements that provide long-range directions for the college.

## ***How is the College Strategic Plan of Operations structured?***

Although all planning is directly related to the institution's mission and goals, the CSP is structured so that all functional areas of the college are able to maintain and use the document as a guide for long-range decision-making. In essence, the CSP contains five separate yet interrelated chapters:

- Programs
- Personnel
- Facilities and Equipment
- Technology
- Development

Each of the five chapters of the CSP provides one, two, and three-year needs projections as they connect to the mission and goals of the college. These projections are evaluated, modified, and funded as appropriate each year during the planning cycle.

## ***What functional areas of the college develop the CSP?***

Three functional areas of the college provide the "bottom-up" needs data that will become the *College Strategic Plan of Operations*. These areas include the following:

- **Administrative Services**
  - Facilities
  - Fiscal Services
  - Information Services
  - Human Resources and Campus Services
- **Instructional and Student Services**
  - Continuing Education
  - Curriculum
  - Hoke Center
  - Library and LRC
  - Planning and Research
  - Security
  - Student Services
- **Institutional Development**
  - Foundation
  - Public and private grants
  - Selected College Events/ PR
  - (Interacts directly with administrative and instructional and student service areas of the college to meet the needs stated in the *College Strategic Plan of Operations*.)

## ***When is the College Strategic Plan developed?***

The Dean of Planning and Research oversees the development and maintenance of the *College Strategic Plan* (CSP) within an annual planning cycle. The cycle follows:

- **December – February** – Program and service areas of the college conduct reviews and hold retreats to address benchmarks, survey results from the prior year (spring satisfaction surveys for current students, faculty and staff, and graduates; fall satisfaction of non completers; and system performance measures). Each area projects one, two, and three-year needs (including budget building) in programs, personnel, facilities and equipment, technology, and development.
- **March** – Using summary data from Program/Staff Reviews (January and February), *Benchmarks*, The Quality Conference, and current budgetary information, the VP's and Director of Institutional Development submit a five-part **draft** of the CSP to the Dean of Planning and Research.
- **April** – At the annual Campus Planning Meeting, the Campus Planning Committee (membership follows) reviews the status of the previous year's CSP, discusses the **draft** of the new CSP, examines the college's mission and goals, and evaluates the planning process. The President relates budgetary information to the committee. The Campus Planning Committee then submits to the Dean of Planning and Research, the VP's, and the Director of Institutional Development any recommended modifications to the CSP.
- **April** – The Vice Presidents and Director of Institutional Development review the recommendations of the Campus Planning Committee, revise the CSP as appropriate, approve it, and send it to the President.
- **May** – The President reviews and approves the CSP.
- **June** – The Board of Trustees adopts the *College Strategic Plan*.
- **June/July** – The President, VP's, and Director of Institutional Development review the CSP in light of the new budget.
- **September** – All data related to the results of college and program benchmarks are compiled by the Dean of Planning and Research to be included with the CSP in *Benchmarks: Institutional Performance and the College Strategic Plan*.
- **October** – *Benchmarks: Institutional Effectiveness and the College Strategic Plan* is published and disseminated to the campus community.
- **November** – SCC holds its annual Quality Conference. The Campus Planning Committee and other key faculty and staff discuss met and unmet benchmarks, survey

results, and system performance measures; review the CSP; discuss campus area needs; relate needs to budget; and evaluate the planning process.

### ***The Members of the Campus Planning Committee – Their Charge***

The *College Strategic Plan* is evaluated and monitored throughout the annual planning cycle. However, the Campus Planning Committee has the distinct charge of reviewing the plan following the initial drafting process in April and during the Quality Conference in November. College areas participating in the Campus Planning Committee are as follows:

SCC Board of Trustees, Planning Committee  
Planning and Research, and Special Projects  
Student Services  
Curriculum  
Faculty Assembly  
Physical Plant  
Hoke Center  
Continuing Education  
Information Services  
Development  
Enrollment Management  
Human Resources/personnel  
Student Support Services Grant Director (TRIO)  
Library and Learning Resources  
Financial Resources  
Curriculum and Student Services  
Administrative Services  
Student Government Association (SGA)

### ***The Responsibilities of the Campus Planning Committee***

The responsibilities of the Campus Planning Committee as determined during the 2001 Quality Conference on November 19, 2001, and during the Board of Trustees Planning Committee meeting on January 14, 2002, include the following:

- Review the college's mission and goals.
- Evaluate college-wide engagement in planning.
- Evaluate the planning cycle and the responsibilities of the Planning Committee.
- Review the *College Strategic Plan* (CSP) in light of budget concerns and met and unmet benchmarks.
- Recommend changes to the draft of the *College Strategic Plan*.
- Communicate the planning process and CSP to the campus community.