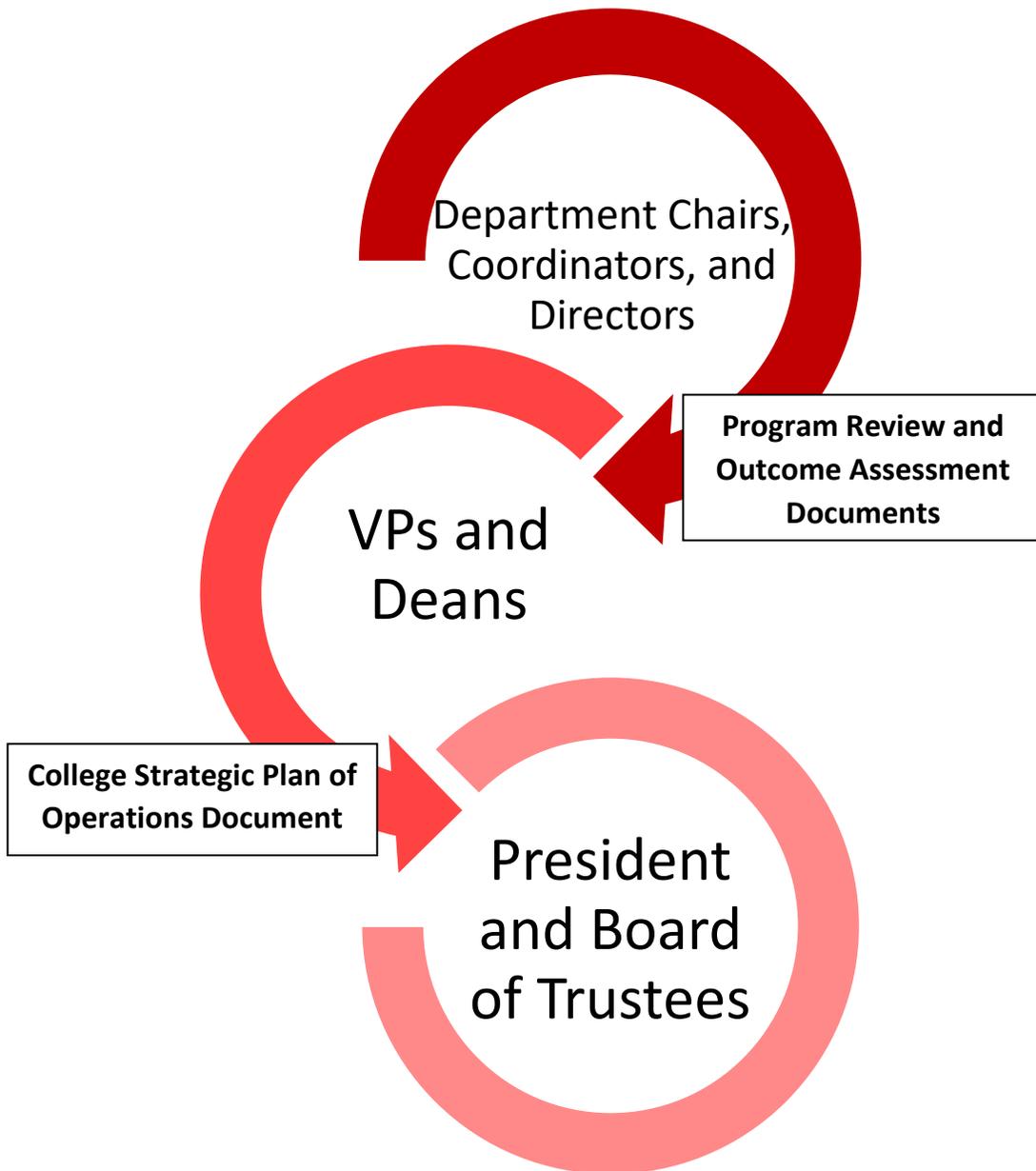


## College Strategic Plan of Operations (CSP) Formal Flow of Communication



## CSP Academic Year Timeline (October to October) and Schedule of Events

### Completion of Department Program Reviews And Outcomes Assessments

**October – May**

The CSP formal flow of communication begins with department chairs, program coordinators, and directors working on their program review and outcome assessment documents throughout the academic year. Their program reviews identify departmental strengths, areas of concern, and needs for the upcoming one to four years.

**Department needs are defined by the CSP's focus areas of personnel, facilities, and equipment/technology.**

*\*Every 4<sup>th</sup> year, academic programs and staff departments undergo an intensive review.\**



### Intensive Review Vice President Meetings

**End of May – Beginning of June**

For those departments completing the **intensive** review process, the VPs meet with individual program coordinators and staff directors to determine funding priorities for the upcoming four years.



### "Prioritizing" Division Meetings

**June**

In preparation for the July Directors' Retreat, the VPs meet with their respective divisions to discuss individual department needs noted on the program reviews, determine which of those needs are division priorities, and come to a consensus as to which priorities coordinators/directors will bring forth at the upcoming Directors' retreat.



### Directors' Retreat

**Mid-July**

The Office of Planning and Research hosts and annual Directors' Retreat. Directors and program coordinators from across campus meet to discuss division priorities. Common themes emerge from the small group conversations and evolve as campus-wide priorities.



### Division Directors Report-Out to VPs

**Late-July**

Directors and program coordinators who attended the Directors' Retreat meet with the VPs to report-out on the top priorities identified for both their division and the campus as a whole. Each of the six campus divisions are given 45 minutes to debrief the VPS.



### VPs Identify Priorities for the CSP's Operational Planning Action Plan

**August**

From the information gleaned listening to the directors and program coordinators, the VPs determine priorities to focus efforts for the upcoming four years and to include on the College's CSP document. The VPs debrief the President on adopted initiatives.



### CSP Sent to Board of Trustees (BOT) Planning Committee for Approval

**September**

The BOT Planning Committee reviews and offers suggestions/edits to the CSP prior to presenting to the full BOT.



### CSP BOT Approval

**October**

The CSP formal flow of communication ends with the final BOT approval of the CSP for the upcoming academic year. Directors and program coordinators then begin to work on the approved CSP initiatives and items.

