

**DIN: 1010-2-01**

**Name of Process: Developing the Master Academic and Strategic Plan**

**Purpose**

*To guide the process of developing the Master Academic and Strategic Plan to assure that the college's planning principles and planning process are successfully completed.*

**Scope**

*This applies to all parties and teams involved in the Master Academic and Strategic Planning process. This includes the college's Planning Teams as the central groups conducting this process.*

**Definitions**

The following is a list of key definitions:

<b>Term/Phrase</b>	<b>Definition</b>
<b>Planning Teams</b>	Executive Team, Operations Team, Academic Team, Continuous Improvement Team, and Recruitment/Retention Team.
<b>College leadership</b>	President and deans and designated personnel
<b>Shared Governance</b>	Contractual faculty group that represents faculty, serves as faculty consulting group for president and deans.
<b>Campus Government</b>	Elected leadership group of enrolled learners.

**Process**

The table below describes responsibilities for this process:

<b>Stage</b>	<b>Who</b>	<b>Description</b>
<b>1</b>	<b>College leadership</b>	Determine criteria and input for deciding on college goals for new master academic and strategic plan. Work with Executive Team to gather and review this information.
<b>2</b>	<b>Executive Team</b>	Establish college-wide goals with input from college community and guided by MnSCU strategic directions, president's goals, and clearly aligned with college's mission and purposes. (Alignment of strategic objectives and action strategies with goals and strategic directions.)
<b>3</b>	<b>Planning Teams</b>	Review Team's previous work to identify implications for the future: <ul style="list-style-type: none"> <li>• Progress on current team plan</li> <li>• Review of opportunities and strengths from AQIP feedback reports</li> <li>• Survey results                             <ul style="list-style-type: none"> <li>○ Student Satisfaction Inventory (SSI)</li> <li>○ Community College Survey of Student Engagement (CCSSE)</li> <li>○ Employee Survey</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>○ Enrollment Experience Surveys</li> <li>○ Stakeholder Survey</li> <li>○ Academics: Academic Improvement plans, assessment of learning results</li> <li>○ Academics: Course surveys (aggregate)</li> <li>○ Program Review results</li> <li>○ Program inventory/new program proposals</li> <li>● Environmental/demographic information</li> </ul>
4	<b>Planning Teams</b>	Complete Team Profile in planning template to reaffirm the team’s role, how its responsibilities align with mission, the key outcomes (and corresponding measures) and key processes (and corresponding performance indicators, customers impacted by the areas of the team’s purview, customer needs, and environmental influences.
5	<b>Planning Teams</b>	Based on reviews from Stage 3, brainstorm potential objectives. Decide on those with most merit and develop action plans.
6	<b>Executive Team</b>	Review draft plans for each team to assure that objectives are not overlapping, to assure that they align with the strategic directions, priorities, and goals, and to assure that they will indeed move the college in the direction of accomplishing its strategic goals.
		IF Objectives do not appear to meet these criteria,
		THEN Team chair revisits this with the team. Team can decided to revise, delete, or resubmit the objective with explanation of how the objective does indeed meet the criteria.
		IF similar objectives are presented by more than one team
THEN Executive Team determines which team would be the most appropriate for the objective. The team not chosen could revisit the objective and reframe and resubmit it via the Team Chair if the team believes the objective is in fact not the same or similar		
7	<b>Executive Team</b>	Implement Stage 3 of 1010-2-02 Operationalizing Strategic Objectives process to ensure appropriate Strategy Champions have been named.
8	<b>Executive Team</b>	Review the aggregate objectives and action plans as one comprehensive plan. Finalize the plan by determining whether all goals will be adequately addressed by one or more objective or whether there are "holes" (i.e., goals without sufficient appropriate objectives toward meeting the goal). When plan is deemed complete by the Executive Team, finalize it and present it to the President.
		IF there are holes in the plan due to insufficient team objectives,
		THEN suggest the need for objective to the

			appropriate team(s)
9	President	Acts on plan. Accepted plan becomes official and will be enacted.	
		IF	Plan needs revision to meet President's expectations.
		THEN	Returns plan to Executive Team for action.
10	Executive Team	Responds with actions needed to meet President's expectations for strategic plan. Involves appropriate teams. Returns plan to president. Process returns to Stage 8.	
11	President	Shares plan with Shared Governance, Campus Government, college community, external constituents. Ensures enactment of final Master Academic and Strategic Plan.	

**Supporting references**

Listed below are college documents that support this process:

[1010-2-Operationalizing Strategic Objectives](#)

[Master Academic and Strategic Planning System](#)

[Current Master and Strategic Plan](#)

[Align Strategic Objectives and Action Strategies with Goals and Strategic Directions](#)

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