

Unit Planning

June 2004

In the development of short- and long-term plans for the college, unit plans serve to provide details on the Strategic Plan at the unit level. In other words, unit plans are subsets of the grander Strategic Plan, and have the potential to become the building blocks for future strategic plans.

The unit planning process is, therefore, a concerted effort at the “local” level to ensure that every unit of the college is finely tuned to the goals and objectives of the college’s Strategic Plan and its priorities¹, and is a process by which units (instructional and non-instructional areas) reflect and evaluate their work and make plans for the future. Through this process unit personnel will have the opportunity to develop a vision for their unit and then identify the resources necessary for the unit to work towards that vision. Thus, unit planning will also serve as an important document upon which future financial planning for the college can be based— planning drives resource allocation². Further, unit plans become the basis upon which units can review their efficiency and effectiveness, which when aggregated across all the units will directly result in college-wide advancements in resource utilization and quality of service provided.

During the unit planning process, each unit will engage in the following components:

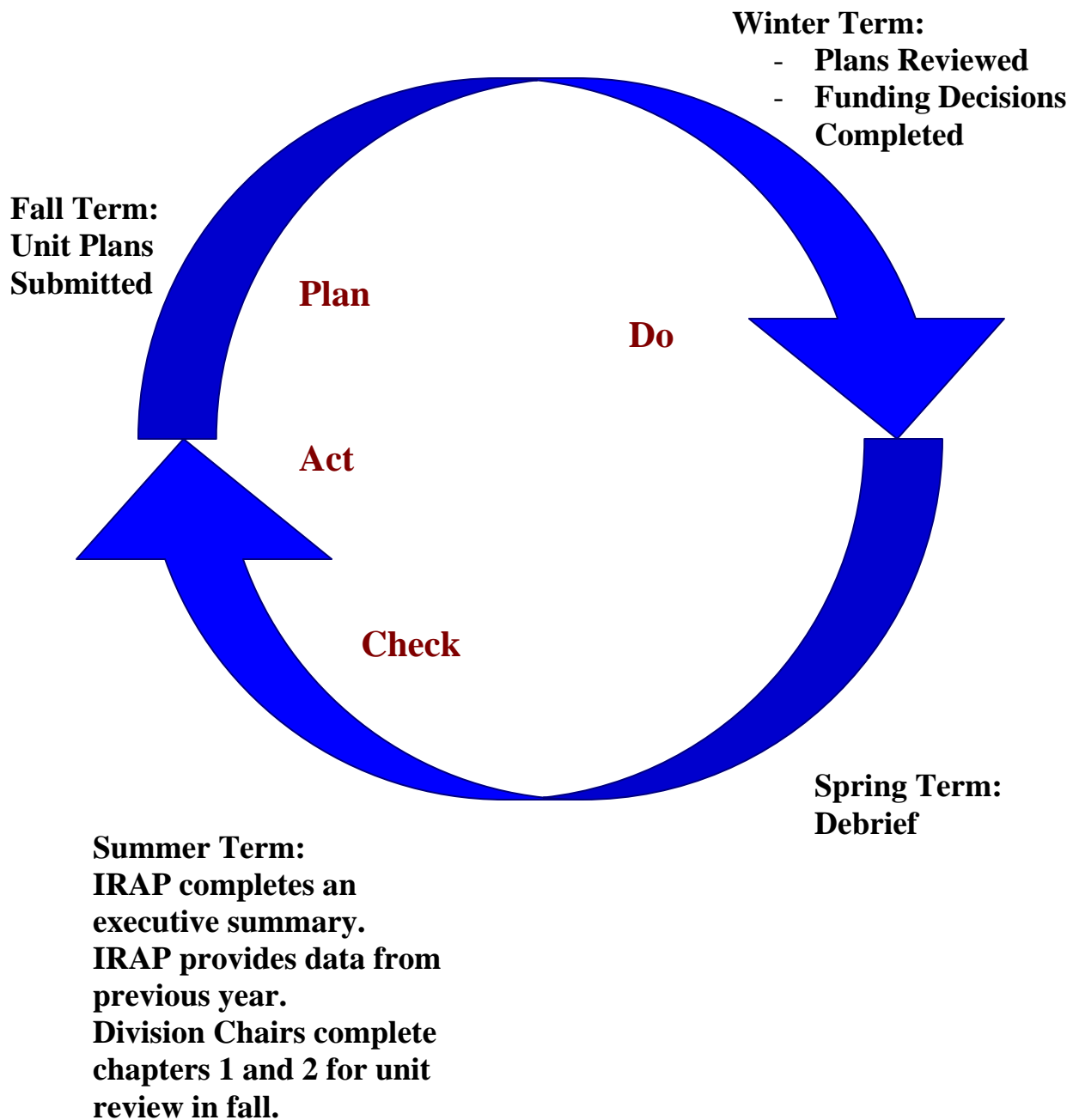
- Identify the unit’s mission or purpose, and identify how the unit’s work meets the mission, vision, core values and strategic directions of the college.
- Identify the intended program outcomes
- Identify, and explain the rationale for, the resources necessary to achieve the intended outcomes
- Establish a framework to measure progress towards the intended outcomes

For the first two years (2003-2004, 2004-2005) of this new initiative, the sources of funding are Carl Perkins, Technology Fee, and Curriculum Development Funds; there are no recurring general funds available to support initiatives developed through from the unit plans.

¹ NWCCU Standard One: 1.A.5 The institution’s mission and goals give direction to all its educational activities, to its admission policies, selection of faculty, allocation of resources, and to planning.

² NWCCU Standard One: 1.B.4 The institution uses the results of its systematic evaluation activities and ongoing planning processes to influence resource allocation and to improve its instructional programs, institutional services, and activities.

Unit Planning Timeline



Timeline for 2004-2005 development of the unit plans:

Summer 2004	<p>OISS and IRAP complete overall assessment of unit plans and produce a summary document.</p> <p>IRAP provides the previous year's data to units</p> <p>Division Chairs complete Chapters 1 and 2 in preparation for the Fall in-service division meeting.</p>
September 2004	Units review chapters 0, 1 and 2 and start discussions on chapter 3 (initiatives).
September 2004-October 2004	Units meet at least 3 times to complete discussions on chapter 3 (unit initiatives)
October 2004-November 2004	Division Chairs complete the unit plans (chapters 0, 1, 2, 3) and the excel document.
November 2004-December 2004 (3 weeks)	Division Chairs distribute completed unit plans to members of the unit for review.
December 15, 2004	Unit Plans submitted to OISS
February 2004	Initiatives submitted to the different committees—Carl Perkins, TACT, Curriculum Development Funds.
March 2004	Committees meet and make allocations
April 15, 2004	Allocation decisions communicated to the units
May 2004	Units meet discuss allocations