

Vernon College Annual Planning Calendar
Academic Year 2016-2017

Month	2015-2016	2016-2017	2017-2018	Strategic Plan and Long Term Objectives 2017-2021
August, 2016	<p>Evaluation of 15-16 Annual Action Plan (ongoing) and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i></p> <p>Annual 15-16 committee reports posted on website for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i></p>	<p>Review Working Timeline for 16-17 Annual Action Plan and review 16-17 Institutional Effectiveness Plans <i>Responsibility: College Effectiveness Committee</i></p> <p>Review and approve 16-17 Institutional Effectiveness Plans; Review and approve upcoming year operating budget (2016-2017); Review and approve resolution to set property tax rates if going with effective rate or to place a proposal to adopt the tax rate in September if not going with the effective rate. Schedule two public hearings if not going with effective rate; Review and approve investment policies, procedures and strategies as required by Public Funds Investment Act; Review and approve zero tuition/special populations for continuing education training for the Fall (2016) semester; Review and approve Wilbarger County Appraisal District Budget (due to timing, this may occur in September). <i>Responsibility: Board of Trustees</i></p>		<p>External review of Strategic Plan components including: Philosophy, Vision, Values, Mission, Long Term Objectives and Primary Goals. <i>Responsibility: President and Director of Institutional Effectiveness</i></p>

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September	<p>Complete evaluation and documentation of 15-16 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i></p>	<p>Begin implementation of 16-17 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: All College Employees</i></p> <p>Review and approve Wilbarger County Tax Collection; Conduct two public hearings if not going with effective tax rate; Review and approve resolution to set property tax rate if not going with the effective rate; Review Fall (2016) semester enrollment update. <i>Responsibility: Board of Trustees</i></p> <p>Begin drafting the written Quality Enhancement Plan <i>Responsibility: QEP Development Task Force and Director of Quality Enhancement</i></p>		<p>Review and approve 2016-2020 Strategic Plan components including Philosophy, Vision, Values, Mission and Long Term Objectives for 2017-2021; Review Substantive Change Policy <i>Responsibility: College Effectiveness Committee and Director of Institutional Effectiveness</i></p>
October	<p>Review and approve documented evaluation of 15-16 Annual Action Plan and IE Plans <i>Responsibility: College Effectiveness Committee and Component Leadership</i></p>		<p>Review and approve Primary Goals for 2017-2021 (5 years) <i>Responsibility: College Effectiveness Committee</i></p> <p>Develop and approve new, enhanced, and/or adopt 16-17 Priority Initiatives for 17-18 <i>Responsibility: College Effectiveness Committee</i></p>	<p>Review and approve 2017-2021 Strategic Plan components including Philosophy, Vision, Values, Mission and Long Term Objectives <i>Responsibility: Board of Trustees</i></p>

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November	Review documented evaluation of 15-16 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: Board of Trustees</i>	Review and approve Spring (2017) Continuing Education Schedule <i>Responsibility: Board of Trustees</i>	Review and approve Primary Goals for 2017-2021(5 years) Review and approve 17-18 Priority Initiatives <i>Responsibility: Board of Trustees</i> Begin development of 17-18 Component Annual Action Plans and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i>	
December		Review and approve previous year's (2015-2016) audit <i>Responsibility: Board of Trustees</i>	December 16 - Preliminary drafts of 17-18 Annual Action Plans and Institutional Effectiveness Plans posted in shared drive <i>Responsibility: Component Leadership</i>	
January, 2017		Midyear 16-17 committee reports posted on website for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i> Review and approve annual IT Management Report; Review and approve zero tuition/special populations for continuing education training for the Spring semester; Review and approve notice of trustee elections (even numbered years)		

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February		<p><i>Responsibility: Board of Trustees</i></p> <p>Review and approve independent auditor for current year ending August 31; Review and approve upcoming school year Academic Calendar; Review Spring semester enrollment update; Review and approve extension of Deans' and Associate Deans' contracts; Conduct evaluation of the College President; Review and approve extension of the College President's contract. <i>Responsibility: Board of Trustees</i></p> <p>Review and approve Key Performance Indicators of Accountability and related Benchmarks <i>Responsibility: Student Success by the Numbers Committee</i></p>	<p>Review/provide oversight of Quality Enhancement Plan Initiatives to be piloted in 2017-2018 to ensure inclusion in 17-18 Annual Action Plans and Budgeting process <i>Responsibility: Quality Enhancement Plan Development Task Force and Director of Quality Enhancement</i></p> <p>February 1: 16-17 Annual Action Plans (Institutional Improvement, Facilities, Personnel and Technology) from each component posted in shared drive <i>Responsibility: Component Leadership</i></p> <p>February 13: Annual Action Plans (Institutional Improvement, Facilities, Personnel and Technology) due to committee chairs to present to committee membership for review, comment, evaluation, prioritization and to make recommendations to Component Leadership <i>Responsibility: Component Leadership and Director of Institutional Effectiveness</i></p>	

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			<p>February 24: Review and approve committee reports of 17-18 Annual Action Plans and complete plan <i>Responsibility: College Effectiveness Committee, Director of Institutional Effectiveness</i></p>	
March		<p>Review annual data related to Key Performance Indicators of Accountability (KPIAs) and Institutional Benchmarks; Review and approve room and board rates for upcoming school year; Review and approve tuition and fee rates for upcoming school year; Begin review and approve reappointment of faculty, administrative staff and classified staff, and continue as defined in Employee Handbook <i>Responsibility: Board of Trustees</i></p>	<p>March 2: Approved 17-18 committee reports and complete Annual Action Plan due to Component Leadership for review, evaluation and to finalize into Master Plans <i>Responsibility: Component Leadership and Director of Institutional Effectiveness</i></p> <p>Begin 2017-2018 budget development process including input from faculty and staff <i>Responsibility: Component Leadership</i></p>	
April		<p>Review and approve appointment of nominating committee for Board Officers (even numbered years); Discuss potential topics for annual Board retreat in July. <i>Responsibility: Board of Trustees</i></p>	<p>First draft of 17-18 Budget to Board of Trustees <i>Responsibility: Component Leadership</i></p> <p>Review and discuss first draft of 17-18 Budget; <i>Responsibility: Board of Trustees, President and Dean of Administrative Services</i></p>	

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May		Qualify newly elected Board members (even numbered years); Election of Board officers (even numbered years); Review and approve Summer Continuing Education and Kids College schedule; Conduct TASB policy update discussion; <i>Responsibility: Board of Trustees</i>	Review and approve 2017-2018 Annual Action Plan; Review and approve 17-18 General Catalog with revisions (possibly move to June based on quantity of revision); Review and discuss second draft of 17-18 budget. <i>Responsibility: Board of Trustees, President and Dean of Administrative Services</i>	
June		Review and approve TASB policy update <i>Responsibility: Board of Trustees</i>	Review of Planning Calendar and planning process to make recommendations to Component Leadership for 2017-2018 <i>Responsibility: College Effectiveness Committee</i> Review and discuss third draft of 17-18 budget; Review and approve 17-18 General Catalog (if moved from May) <i>Responsibility: Board of Trustees, President and Dean of Administrative Services</i>	
July		Review, enhance and adopt Assessment and Report Calendar, and Glossary <i>Responsibility: Student Success by the Numbers Committee</i> Conduct Annual Board Retreat;	2017-2018 Institutional Effectiveness Plans posted in shared drive <i>Responsibility: Component Leadership</i> Review and approve 2017-2018 Institutional Effectiveness Plans;	

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		<p>Review and approve ISD contract agreements Board of Trustees <i>Responsibility: Board of Trustees, President and Deans</i></p>	<p>Review, enhance, and adopt 2017-2018 Planning Calendar <i>Responsibility: College Effectiveness Committee</i></p> <p>Review, enhance and adopt Assessment and Report Calendar, and Glossary <i>Responsibility: Student Success by the Numbers Committee</i></p> <p>Review and discuss fourth draft of 17-18 budget; Review and approve Fall (2017) Continuing Education schedule (due to timing, may occur in August); Issue employee contracts for 17-18; Review and approve policy manuals and handbooks for 17-18 <i>Responsibility: Board of Trustees</i></p>	
August, 2017		<p>Annual 16-17 committee reports posted on website for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i></p> <p>Evaluation of 16-17 Annual Action Plan and Institutional Effectiveness Plans (ongoing) <i>Responsibility: Component Leadership</i></p>	<p>Review and approve 2017-2018 Institutional Effectiveness Plans; Review and approve upcoming year (2017-2018) operating budget; Review and approve resolution to set property tax rates if going with effective rate or to place a proposal to adopt the tax rate in September if not going with the effective rate. Schedule two public hearings if not going with effective rate;</p>	<p>Periodic external review of Strategic Plan components including: Philosophy, Vision, Values, Mission, Long Term Objectives and Primary Goals. <i>Responsibility: President and Director of Institutional Effectiveness</i></p>

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			<p>Review and approve investment policies, procedures and strategies as required by Public Funds Investment Act; Review and approve zero tuition/special populations for continuing education training for the Fall semester; Review and approve Wilbarger County Appraisal District Budget (due to timing, this may occur in September). <i>Responsibility: Board of Trustees, President and Dean of Administrative Services</i></p> <p>Review Working Timeline for 17-18 Annual Action Plan and 17-18 Institutional Effectiveness Plans <i>Responsibility: College Effectiveness Committee</i></p>	

*Component Leadership: Deans and President

Color Key:

Board of Trustees

College Effectiveness Committee

Component Leadership

Student Success by the Numbers Committee

Reviewed and adopted by the College Effectiveness Committee July 20, 2016

Reviewed by the Board of Trustees _____