

**Vernon College Annual Planning Calendar
Academic Year 2010-2011**

Month	2009-2010	2010-2011	2011-2012	Long Term Goals (Strategic Plan) 2011-2015
August, 2010	Evaluation of 09-10 Annual Plan (ongoing) Responsibility: Component Deans and President			
September	Complete evaluation and documentation of 09-10 Annual Plan Responsibility: Component Deans and President	Begin implementation of 10-11 Annual Action Plan Responsibility: All College Employees		Distribute 2006-2010 Strategic Plan for review Responsibility: Planning and Effectiveness Committee
October	Review and approve documented evaluation of 09-10 Annual Plan Responsibility: Planning and Effectiveness Committee and Administrative Team		Review Primary Goals; Develop new, enhanced, and/or adopt 10-11 Priority Initiatives for 11-12 Responsibility: Planning and Effectiveness Committee	Begin development of 2011-2015 long term goals Responsibility: Planning and Effectiveness Committee
November	Review and approve documented evaluation of 09-10 Annual Plan Responsibility: Board of Trustees		Begin development of 11-12 Component Annual Action Plans Responsibility: Component Deans and President	Review of preliminary draft of 2011-2015 long term objectives by all college components Responsibility: All College Employees
December			Preliminary drafts of Annual Action Plans due to Office of Institutional Effectiveness and appropriate committee chair Responsibility: Betsy Harkey, Institutional Improvement Plan - Planning and Effectiveness Committee Chair; Garry David, Facilities Planning Committee Chair; Jim Binion, Technology Committee Chair; Dr. Dusty Johnston, Personnel Committee Chair	Continue review and discussion of long term objectives

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January, 2011			Midyear reports for 10-11 Facilities, Personnel, Technology and Institutional Improvement Plans by Facilities, Personnel, Technology, and Planning and Effectiveness Committees	Finalize 2011-2015 long term objectives based on review and comments from college employees (long term goals will be reviewed annually) Responsibility: Planning and Effectiveness Committee
February			<p>*February 1: Annual Action Plans (Institutional Improvement, Facilities, Personnel and Technology) from each component due to Director of Institutional Effectiveness and appropriate committee chair to review, comment, evaluate, prioritize and make recommendations to Administrative Team Responsibility: Component Deans, President and Dir. IE</p> <p>*Review and approve committee reports of Annual Action Plans Responsibility: Planning and Effectiveness Committee, Dir. IE</p> <p>*Approved committee reports due to Administrative Team for review, evaluation and to finalize into Master Plan Responsibility: Administrative Team</p>	Review and approval of 2011-2015 long term objectives Responsibility: Board of Trustees
March				
April			Begin 2011-2012 budget development process Responsibility: Administrative Team	

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May			<p>*Review and approve 11-12 Annual Action Plan Responsibility: Board of Trustees</p> <p>*Continue with 2011-2012 budget development process. Responsibility: Administrative Team</p>	
June			<p>Review of planning process for 11-12 and make recommendations to Administrative Team for 12-13 Responsibility: Planning and Effectiveness Committee</p>	
July				
August		<p>Evaluation of 10-11 Annual Plan (ongoing) Responsibility: Component Deans and President</p>	<p>Approve 11-12 budget Responsibility: Board of Trustees</p>	