

Vernon College Annual Planning Calendar
Academic Year 2011-2012

Month	2010-2011	2011-2012	2012-2013	Strategic Plan and Long Range Term Objectives 2011-2015 2012-2016
August, 2011	Evaluation of 10-11 Annual Action Plan (ongoing) <i>Responsibility: Component Leadership</i>	Review Working Timeline for 11-12 Annual Action Plan <i>Responsibility: College Effectiveness Committee</i>		
September	Complete evaluation and documentation of 10-11 Annual Action Plan <i>Responsibility: Component Leadership</i>	Begin implementation of 11-12 Annual Action Plan <i>Responsibility: All College Employees</i>		Review and approve distribute 2011-2015 Strategic Plan components including Philosophy, Vision, Values, Mission and Long Range Term Objectives <i>Responsibility: College Effectiveness Committee and Director of Institutional Effectiveness</i>
October	Review and approve documented evaluation of 10-11 Annual Plan <i>Responsibility: College Effectiveness Committee and Component Leadership</i>		Review and approve Primary Goals <i>Responsibility: College Effectiveness Committee</i> Develop and approve new, enhanced, and/or adopt 11-12 Priority Initiatives for 12-13 <i>Responsibility: College Effectiveness Committee</i>	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> Review and approve 2011-2015 Strategic Plan components including Philosophy, Vision, Values, Mission and Long Term Objectives <i>Responsibility: Board of Trustees</i>
November	Review and approve documented evaluation of 10-11 Annual Action Plan <i>Responsibility: Board of Trustees</i>		Review and approve 12-13 Priority Initiatives <i>Responsibility: Board of Trustees</i> Begin development of 12-13	

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			Component Annual Action Plans <i>Responsibility: Component Leadership</i>	
December			December 12 - Preliminary drafts of Annual Action Plans due to Office of Institutional Effectiveness and appropriate committee chair <i>Responsibility: Director of Institutional Effectiveness - Institutional Improvement Plan (College Effectiveness Committee); Dean of Administrative Services- Facilities Planning; Director of Institutional Technology- Technology; President- Personnel</i>	
January, 2011			January 31 – Midyear 11-12 committee reports due to Director of Institutional Effectiveness Note: reports will be posted in Blackboard for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i>	
February			February 1: Annual Action Plans (Institutional Improvement, Facilities, Personnel and Technology) from each component due to Director of Institutional Effectiveness	

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			<p><i>Responsibility: Component Leadership</i></p> <p>February 10: 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> <p>February 28: Review and approve committee reports of Annual Action Plans <i>Responsibility: College Effectiveness Committee, Director of Institutional Effectiveness</i></p>	
March			<p>March 1: Approved committee reports due to Component Leadership for review, evaluation and to finalize into Master Plan <i>Responsibility: Component Leadership and Director of Institutional Effectiveness</i></p> <p>Begin 2012-2013 budget development process <i>Responsibility: Component</i></p>	

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			<i>Leadership</i>	
April			Faculty and staff input in to budget development <i>Responsibility: Component Leadership</i>	
May			Review and approve 12-13 Annual Action Plan <i>Responsibility: Board of Trustees</i> First draft of 12-13 budget presented to Board of Trustees <i>Responsibility: President and Dean of Administrative Services</i>	
June			Review of Planning Calendar and planning process to make recommendations to Component Leadership for 13-14 <i>Responsibility: College Effectiveness Committee</i> Second draft of 12-13 budget presented to Board of Trustees <i>Responsibility: President and Dean of Administrative Services</i>	
July			Review, enhance and adopt 2012-2013 Planning Calendar, Assessment and Report Calendar, and Glossary <i>Responsibility: College Effectiveness Committee</i> Final 12-13 budget workshop with Board of Trustees <i>Responsibility: President and Dean</i>	

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			<i>of Administrative Services</i>	
August, 2012		Evaluation of 11-12 Annual Action Plan (ongoing) <i>Responsibility: Component Leadership</i>	Approve 12-13 budget <i>Responsibility: Board of Trustees</i>	

*Component Leadership: Deans and President

Approved 5.16.11 by College Effectiveness Committee