

Vernon College Annual Planning Calendar
Academic Year 2014-2015

| Month | 2013-2014 | 2014-2015 | 2015-2016 | Strategic Plan and Long Term Objectives 2015-2019 |
|--------------|--|---|--|--|
| August, 2014 | <p>Evaluation of 13-14 Annual Action Plan (ongoing) <i>Responsibility: Component Leadership</i></p> <p>Annual 13-14 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 14-15 Annual Action Plan and review 14-15 Institutional Effectiveness Plans <i>Responsibility: College Effectiveness Committee</i></p> | | |
| September | <p>Complete evaluation and documentation of 13-14 Annual Action Plan <i>Responsibility: Component Leadership</i></p> | <p>Begin implementation of 14-15 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: All College Employees</i></p> | | <p>Review and approve 2014-2018 Strategic Plan components including Philosophy, Vision, Values, Mission and Long Term Objectives for 2015-2019</p> <p>Review Substantive Change Policy</p> <p><i>Responsibility: College Effectiveness Committee and Director of Institutional Effectiveness</i></p> |
| October | <p>Review and approve documented evaluation of 13-14 Annual Action Plan <i>Responsibility: College Effectiveness Committee and Component Leadership</i></p> | | <p>Review and approve Primary Goals for 2015-2019 (5 years) <i>Responsibility: College Effectiveness Committee</i></p> <p>Develop and approve new, enhanced, and/or adopt 14-15 Priority Initiatives for 15-16 <i>Responsibility: College Effectiveness Committee</i></p> | <p>Review and approve 2015-2019 Strategic Plan components including Philosophy, Vision, Values, Mission and Long Term Objectives <i>Responsibility: Board of Trustees</i></p> |

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| November | <p>Review documented evaluation of 13-14 Annual Action Plan <i>Responsibility: Board of Trustees</i></p> | | <p>Review and approve Primary Goals for 2015-2019(5 years) Review and approve 15-16 Priority Initiatives <i>Responsibility: Board of Trustees</i></p> <p>Begin development of 15-16 Component Annual Action Plans and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i></p> | |
| December | | | <p>December 11 - Preliminary drafts of 15-16 Annual Action Plans and Institutional Effectiveness Plans posted in shared drive <i>Responsibility: Director of Institutional Effectiveness - Institutional Improvement Plan (College Effectiveness Committee); Dean of Administrative Services- Facilities Planning; Director of Quality Enhancement- Technology; President- Personnel</i></p> | |
| January, 2014 | | <p>January 30 – Midyear 14-15 committee reports posted on website for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i></p> | | |

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| February | | | <p>February 2: 15-16 Annual Action Plans (Institutional Improvement, Facilities, Personnel and Technology) from each component posted in shared drive <i>Responsibility: Component Leadership</i></p> <p>February 12: 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 27: Review and approve committee reports of 15-16 Annual Action Plans Review and approve 15-16 Institutional Effectiveness Plans <i>Responsibility: College Effectiveness Committee, Director of Institutional Effectiveness</i></p> | |
| March | | | <p>March 2: Approved committee reports and Institutional Effectiveness Plans due to Component Leadership for review, evaluation and to finalize into</p> | |

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| | | | <p>Master Plans <i>Responsibility: Component Leadership and Director of Institutional Effectiveness</i></p> <p>Begin 2015-2016 budget development process including input from faculty and staff <i>Responsibility: Component Leadership</i></p> | |
| April | | | <p>Draft 1 of Budget 15-16 to Board of Trustees <i>Responsibility: Component Leadership</i></p> | |
| May | | | <p>Review and approve 2015-2016 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: Board of Trustees</i></p> | |

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| June | | | <p>Review of Planning Calendar and planning process to make recommendations to Component Leadership for 2015-2016 <i>Responsibility: College Effectiveness Committee</i></p> <p>Second draft of 15-16 budget presented to Board of Trustees Begin review/approval of 15-16 policy manuals and handbooks Review and approve Substantive Change Policy <i>Responsibility: President and Dean of Administrative Services</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> |
| July | | | <p>Review, enhance, and adopt 2015-2016 Planning Calendar, Assessment and Report Calendar, and Glossary <i>Responsibility: College Effectiveness Committee</i></p> <p>Final 15-16 budget workshop with Board of Trustees Continue review and approval of policy manuals and handbooks <i>Responsibility: President and Dean of Administrative Services</i></p> | |
| August, 2015 | | <p>Annual 14-15 committee reports posted on website for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i></p> | <p>Approve 2015-2016 budget Complete review and approval of policy manuals and handbooks <i>Responsibility: Board of Trustees</i></p> | |

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| | | <p>Evaluation of 14-15 Annual Action Plan and Institutional Effectiveness Plans (ongoing) <i>Responsibility: Component Leadership</i></p> | <p>Review Working Timeline for 15-16 Annual Action Plan and 15-16 Institutional Effectiveness Plans <i>Responsibility: College Effectiveness Committee</i></p> | |

*Component Leadership: Deans and President

Reviewed and adopted by the College Effectiveness Committee July 30, 2014