

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	<p>Review documented evaluation of 15-16 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: Board of Trustees</i></p>	<p>Review and approve Spring (2017) Continuing Education Schedule <i>Responsibility: Board of Trustees</i></p>	<p>Review and approve Primary Goals for 2017-2021(5 years) Review and approve 17-18 Priority Initiatives <i>Responsibility: Board of Trustees</i></p> <p>Begin development of 17-18 Component Annual Action Plans and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i></p>	
December		<p>Review and approve previous year's (2015-2016) audit <i>Responsibility: Board of Trustees</i></p>	<p>December 16 - Preliminary drafts of 17-18 Annual Action Plans and Institutional Effectiveness Plans posted in shared drive <i>Responsibility: Component Leadership</i></p>	
January, 2017		<p>Midyear 16-17 committee reports posted on website for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i></p> <p>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)</p>		

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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

Reviewed and adopted by the College Effectiveness Committee July _____

Reviewed by the Board of Trustees _____