

Vernon College Annual Planning Calendar  
Academic Year 2018-2019

Month	2017-2018	2018-2019	2019-2020	Strategic Plan and Long Term Objectives 2019-2023
August, 2018	<p>Evaluation of 17-18 Annual Action Plan (ongoing) and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i></p> <p>Annual 17-18 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 18-19 Annual Action Plan and review 18-19 Institutional Effectiveness Plans <i>Responsibility: College Effectiveness Committee</i></p> <p>Review and approve 18-19 Institutional Effectiveness Plans; Review and approve upcoming year operating budget (2018-2019); 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 going above the effective rate. Schedule two public hearings if going above 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 (2018) 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	Complete evaluation and documentation of 17-18 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i>	Begin implementation of 18-19 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: All College Employees</i>  Review and approve Wilbarger County Tax Collection; Conduct two public hearings if going above effective tax rate; Review and approve resolution to set property tax rate if going above the effective rate; Review Fall (2018) semester enrollment update. <i>Responsibility: Board of Trustees</i>		Review and approve 2018-2022 Strategic Plan components including Philosophy, Vision, Values, Mission and Long Term Objectives for 2019-2023; Review Substantive Change Policy <i>Responsibility: College Effectiveness Committee and Director of Institutional Effectiveness</i>
October	Review and approve documented evaluation of 17-18 Annual Action Plan and IE Plans <i>Responsibility: College Effectiveness Committee and Component Leadership</i>		Review and approve Primary Goals for 2019-2023 ( 5 years) <i>Responsibility: College Effectiveness Committee</i>  Develop and approve new, enhanced, and/or adopt 18-19 Priority Initiatives for 19-20 <i>Responsibility: College Effectiveness Committee</i>	Review and approve 2019-2023 Strategic Plan components including Philosophy, Vision, Values, Mission and Long Term Objectives <i>Responsibility: Board of Trustees</i>
November	Review documented evaluation of 17-18 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: Board of Trustees</i>	Review and approve Spring (2019) Continuing Education Schedule <i>Responsibility: Board of Trustees</i>	Review and approve Primary Goals for 2019-2023( 5 years) Review and approve 19-20 Priority Initiatives <i>Responsibility: Board of Trustees</i>  Begin development of 19-20 Component Annual Action Plans	

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			and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i>	
December		Review and approve previous year's (2017-2018) audit <i>Responsibility: Board of Trustees</i>	December 15 - Preliminary drafts of 19-20 Annual Action Plans and Institutional Effectiveness Plans posted in shared drive <i>Responsibility: Component Leadership</i>	
January, 2018		Midyear 18-19 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); Administer Board Self-Reflection/Evaluation <i>Responsibility: Board of Trustees</i>		
February		Review and approve independent auditor for current year ending August 31; Review and approve upcoming school year Academic Calendar;	Review/provide oversight of Quality Enhancement Plan Initiatives to be piloted in 2018-2019 to ensure inclusion in 2019-	

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		<p>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 Data Committee</i></p>	<p>2020 Annual Action Plans and Budgeting process <i>Responsibility: Quality Enhancement Plan Development Task Force and Director of Quality Enhancement</i></p> <p>February 1: 19-20 Annual Action Plans (Institutional Improvement, Facilities, Personnel and Technology) from each component posted in shared drive <i>Responsibility: Component Leadership</i></p> <p>February 11: 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 22: Review and approve committee reports of 19-20 Annual Action Plans and complete plan</p>	

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			<i>Responsibility: College Effectiveness Committee, Director of Institutional Effectiveness</i>	
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 1: Approved 19-20 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 2019-2020 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 19-20 Budget to Board of Trustees <i>Responsibility: Component Leadership</i></p> <p>Review and discuss first draft of 19-20 Budget; <i>Responsibility: Board of Trustees, President and Dean of Administrative Services</i></p>	
May		<p>Qualify newly elected Board members (even numbered years); Election of Board officers (even numbered years);</p>	<p>Review and approve 2019-2020 Annual Action Plan; Review and approve 19-20 General Catalog with revisions</p>	

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		<p>Review and approve Summer Continuing Education and Kids College schedule; Conduct TASB policy update discussion; <i>Responsibility: Board of Trustees</i></p>	<p>(possibly move to June based on quantity of revision); Review and discuss second draft of 19-20 budget. <i>Responsibility: Board of Trustees, President and Dean of Administrative Services</i></p>	
June		<p>Review and approve TASB policy update <i>Responsibility: Board of Trustees</i></p>	<p>Review of Planning Calendar and planning process to make recommendations to Component Leadership for 2019-2020 <i>Responsibility: College Effectiveness Committee</i></p> <p>Review and discuss third draft of 19-20 budget; Review and approve 19-20 General Catalog (if moved from May) <i>Responsibility: Board of Trustees, President and Dean of Administrative Services</i></p>	
July		<p>Conduct Annual Board Retreat including a Board self-evaluation as detailed in TASB Board Policy BCG (LOCAL) Review and approve ISD contract agreements Board of Trustees <i>Responsibility: Board of Trustees, President and Deans</i></p>	<p>2019-2020 Institutional Effectiveness Plans posted in shared drive <i>Responsibility: Component Leadership</i></p> <p>Review and approve 2019-2020 Institutional Effectiveness Plans; Review, enhance, and adopt 2019-2020 Planning Calendar <i>Responsibility: College Effectiveness Committee</i></p>	

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			<p>Review, enhance and adopt 2019-2020 Assessment and Report Calendar, and Glossary <i>Responsibility: Student Success Data Committee</i></p> <p>Review and discuss fourth draft of 19-20 budget; Review and approve Fall (2019) Continuing Education schedule (due to timing, may occur in August); Issue employee contracts for 19-20; Review and approve policy manuals and handbooks for 19-20 <i>Responsibility: Board of Trustees</i></p>	
August, 2019		<p>Annual 18-19 committee reports posted on website for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i></p> <p>Evaluation of 18-19 Annual Action Plan and Institutional Effectiveness Plans (ongoing) <i>Responsibility: Component Leadership</i></p>	<p>Review and approve 2019-2020 Institutional Effectiveness Plans; Review and approve upcoming year (2019-2020) 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; Review and approve investment policies, procedures and strategies as required by Public Funds Investment Act;</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 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 19-20 Annual Action Plan and 19-20 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 Data Committee

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Reviewed and adopted by the College Effectiveness Committee on July 25, 2018

Reviewed by the Board of Trustees on August 8, 2018