

Vernon College Annual Planning Calendar
Academic Year 2019-2020

| Month | 2018-2019 | 2019-2020 | 2020-2021 | Strategic Plan and Long Term Objectives 2020-2024 |
|--------------|--|---|-----------|--|
| August, 2019 | <p>Evaluation of 18-19 Annual Action Plan (ongoing) and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i></p> <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>Review Working Timeline for 19-20 Annual Action Plan and Review 19-20 Institutional Effectiveness Plans <i>Responsibility: College Effectiveness Committee</i></p> <p>Review and approve 19-20 Institutional Effectiveness Plans; Review and approve upcoming year operating budget (2019-2020); 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 (2019) semester; Review and approve Wilbarger County Appraisal District Budget (due to timing, this may occur in September).</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 18-19 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i></p> | <p><i>Responsibility: Board of Trustees</i></p> <p>Begin implementation of 19-20 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 going above effective tax rate; Review and approve resolution to set property tax rate if going above the effective rate; Review Fall (2019) semester enrollment update. <i>Responsibility: Board of Trustees</i></p> <p>Review SACSCOC 5th Year Responsibility Matrix and due dates (SACSCOC estimated deadline September 2024) <i>Responsibility: College Effectiveness Committee</i></p> <p>Implement Quality Enhancement Plan <i>Responsibility: QEP Committee</i></p> | | <p>Review Substantive Change Policy and list of locations <i>Responsibility: College Effectiveness Committee and Director of Institutional Effectiveness</i></p> <p>Review and approve 2020-2024 Strategic Plan components including Philosophy, Vision, Values, Mission and Long Term Objectives <i>Responsibility: College Effectiveness Committee</i></p> |
| October | <p>Review and approve documented evaluation of 18-19 Annual Action Plan and IE Plans</p> | | <p>Review and approve Primary Goals for 2020-2024 (5 years)</p> | <p>Review and approve 2020-2024 Strategic Plan components including Philosophy, Vision,</p> |

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| | <i>Responsibility: College Effectiveness Committee and Component Leadership</i> Review and approve Annual QEP Report for 18-19 <i>Responsibility: QEP Committee</i> | | <i>Responsibility: College Effectiveness Committee</i> Develop and approve new, enhanced, and/or adopt 19-20 Priority Initiatives for 20-21 <i>Responsibility: College Effectiveness Committee</i> | Values, Mission and Long Term Objectives <i>Responsibility: Board of Trustees</i> |
| November | Review documented evaluation of 18-19 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: Board of Trustees</i> Review and approve Annual QEP Report for 18-19 <i>Responsibility: College Effectiveness Committee</i> | Review and approve Spring (2020) Continuing Education Schedule <i>Responsibility: Board of Trustees</i> | Review and approve Primary Goals for 2020-2024(5 years) Review and approve 20-21 Priority Initiatives <i>Responsibility: Board of Trustees</i> Begin development of 20-21 Component Annual Action Plans and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i> | |
| December | Review and approve Annual QEP Report for 18-19 <i>Responsibility: Board of Trustees</i> | Review and approve previous year's (2018-2019) audit <i>Responsibility: Board of Trustees</i> | December 20 - Preliminary drafts of 20-21 Annual Action Plans and Institutional Effectiveness Plans posted in shared drive <i>Responsibility: Component Leadership</i> | |
| January, 2020 | | Midyear 19-20 committee reports posted on website for College Effectiveness Committee review | | |

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| | | <p><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); Administer Board Self-Reflection/Evaluation <i>Responsibility: Board of Trustees</i></p> | | |
| February | | <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 Vice Presidents' and 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>February 3: 20-21 Annual Action Plans (Institutional Improvement, Facilities, Personnel and Technology) from each component posted in shared drive <i>Responsibility: Component Leadership</i></p> <p>February 17: 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</p> | <p>Review and approve 2020-2024 Strategic Plan Document including all components <i>Responsibility: College Effectiveness Committee</i></p> |

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| | | Review and approve Key Performance Indicators of Accountability and related Benchmarks <i>Responsibility: Student Success Data Committee</i> | <i>Responsibility: Component Leadership and Director of Institutional Effectiveness</i> | |
| March | | 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> | <div>March 27: Review and approve committee reports of 20-21 Annual Action Plans and complete plan <i>Responsibility: College Effectiveness Committee, Director of Institutional Effectiveness</i></div> <div>March 27: Approved 20-21 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></div> <div>Begin 2020-2021 budget development process including input from faculty and staff <i>Responsibility: Component Leadership</i></div> | Review and approve 2020-2024 Strategic Plan Document including all components <i>Responsibility: Board of Trustees</i> |
| April | | Review and approve appointment of nominating committee for | First draft of 20-21 Budget to Board of Trustees | |

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| | | Board Officers (even numbered years); Discuss potential topics for annual Board retreat in July. <i>Responsibility: Board of Trustees</i> | <i>Responsibility: Component Leadership</i> Review and discuss first draft of 20-21 Budget; <i>Responsibility: Board of Trustees, President and Vice President of Administrative Services</i> | |
| 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 2020-2021 Annual Action Plan; Review and approve 20-21 General Catalog with revisions (possibly move to June based on quantity of revision); Review and discuss second draft of 20-21 budget. <i>Responsibility: Board of Trustees, President and Vice President of Administrative Services</i> | |

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| 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 2020-2021 <i>Responsibility: College Effectiveness Committee</i></p> <p>Review and discuss third draft of 20-21 budget; Review and approve 20-21 General Catalog (if moved from May) <i>Responsibility: Board of Trustees, President and Vice President 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 Vice Presidents</i></p> | <p>2020-2021 Institutional Effectiveness Plans posted in shared drive <i>Responsibility: Component Leadership</i></p> <p>Review and approve 2020-2021 Institutional Effectiveness Plans; Review, enhance, and adopt 2020-2021 Planning Calendar <i>Responsibility: College Effectiveness Committee</i></p> <p>Review, enhance and adopt 2020-2021 Assessment and Report Calendar, and Glossary <i>Responsibility: Student Success Data Committee</i></p> | |

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| | | | <p>Review and discuss fourth draft of 20-21 budget; Review and approve Fall (2020) Continuing Education schedule (due to timing, may occur in August); Issue employee contracts for 20-21; Review and approve policy manuals and handbooks for 20-21 <i>Responsibility: Board of Trustees</i></p> | |
| August, 2020 | | <p>Annual 19-20 committee reports posted on website for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i></p> <p>Evaluation of 19-20 Annual Action Plan and Institutional Effectiveness Plans (ongoing) <i>Responsibility: Component Leadership</i></p> | <p>Review and approve 2020-2021 Institutional Effectiveness Plans; Review and approve upcoming year (2020-2021) 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; Review and approve zero tuition/special populations for continuing education training for the Fall semester;</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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| | | | <div>Review and approve Wilbarger County Appraisal District Budget (due to timing, this may occur in September). <i>Responsibility: Board of Trustees, President and Vice President of Administrative Services</i></div> <div>Review Working Timeline for 20-21 Annual Action Plan and 20-21 Institutional Effectiveness Plans <i>Responsibility: College Effectiveness Committee</i></div> | |

*Component Leadership: Deans and President

Color Key:

Board of Trustees

College Effectiveness Committee

Component Leadership

Student Success Data Committee

QEP Committee

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Reviewed and adopted by the College Effectiveness Committee on July 31, 2019

Reviewed by the Board of Trustees on August 2019