

Vernon College Annual Planning Calendar
Academic Year 2021-2022

Month	2020-2021	2021-2022	2022-2023	Strategic Plan and Long Term Objectives 2022-2026
August, 2021	<p>Evaluation of 20-21 Annual Action Plan (ongoing) and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i></p> <p>Annual 20-21 committee reports posted on website for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i></p>	<p>Review Annual Action Plan/Working Timeline for 21-22 Annual Action Plan and Finalize 21-22 Institutional Effectiveness Plans <i>Responsibility: College Effectiveness Committee</i></p> <p>Review and approve upcoming year operating budget (2021-2022); 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 (2021) 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>

Vernon College Annual Planning Calendar
Academic Year 2021-2022

Month	2020-2021	2021-2022	2022-2023	Strategic Plan and Long Term Objectives 2022-2026
September	<p>Complete evaluation and documentation of 20-21 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i></p>	<p>Begin implementation of 21-22 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: All College Employees</i></p> <p>Review and approve 21-22 Institutional Effectiveness Plans; 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 (2021) 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>Continue Implementation of 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 2022-2026 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 20-21 Annual Action Plan and IE Plans</p>		<p>Review and approve Primary Goals for 2022-2026 (5 years)</p>	<p>Review and approve 2022-2026 Strategic Plan components including Philosophy, Vision,</p>

Vernon College Annual Planning Calendar
Academic Year 2021-2022

Month	2020-2021	2021-2022	2022-2023	Strategic Plan and Long Term Objectives 2022-2026
	<p><i>Responsibility: College Effectiveness Committee and Component Leadership</i></p> <p>Review and approve Annual QEP Report for 20-21 <i>Responsibility: QEP Committee</i></p>		<p><i>Responsibility: College Effectiveness Committee</i></p> <p>Develop and approve new, enhanced, and/or adopt 21-22 Priority Initiatives for 22-23 <i>Responsibility: College Effectiveness Committee</i></p>	<p>Values, Mission and Long Term Objectives <i>Responsibility: Board of Trustees</i></p>
November	<p>Review documented evaluation of 20-21 Annual Action Plan and Institutional Effectiveness Plans <i>Responsibility: Board of Trustees</i></p> <p>Review and approve Annual QEP Report for 20-21 <i>Responsibility: College Effectiveness Committee</i></p>	<p>Review and approve Spring (2022) Continuing Education Schedule <i>Responsibility: Board of Trustees</i></p>	<p>Review and approve Primary Goals for 2022-2026 (5 years) Review and approve 22-23 Priority Initiatives <i>Responsibility: Board of Trustees</i></p> <p>Begin development of 22-23 Component Annual Action Plans and Institutional Effectiveness Plans <i>Responsibility: Component Leadership</i></p>	
December	<p>Review and approve Annual QEP Report for 20-21 <i>Responsibility: Board of Trustees</i></p>	<p>Review and approve previous year's (2020-2021) audit <i>Responsibility: Board of Trustees</i></p>	<p>December 17 - Preliminary drafts of 22-23 Annual Action Plans and Institutional Effectiveness Plans posted in shared drive <i>Responsibility: Component Leadership</i></p>	
January, 2022		<p>Midyear 21-22 committee reports posted on website for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i></p>		

Vernon College Annual Planning Calendar
Academic Year 2021-2022

Month	2020-2021	2021-2022	2022-2023	Strategic Plan and Long Term Objectives 2022-2026
		<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>Review and approve Key Performance Indicators of Accountability and related Benchmarks</p>	<p>February 1: 22-23 Annual Action Plans (Institutional Improvement, Facilities, Personnel and Technology) from each component posted in shared drive <i>Responsibility: Component Leadership</i></p> <p>February 14: 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>Review and approve 2022-2026 Strategic Plan Document including all components <i>Responsibility: College Effectiveness Committee</i></p>

Vernon College Annual Planning Calendar
Academic Year 2021-2022

Month	2020-2021	2021-2022	2022-2023	Strategic Plan and Long Term Objectives 2022-2026
		<i>Responsibility: Student Success Data Committee</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>	March 25: Review and approve committee reports of 22-23 Annual Action Plans and complete plan <i>Responsibility: College Effectiveness Committee, Director of Institutional Effectiveness</i>	Review and approve 2022-2026 Strategic Plan Document including all components <i>Responsibility: Board of Trustees</i>
April		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>	First draft of 22-23 Budget to Board of Trustees <i>Responsibility: Component Leadership</i>	
			Review and discuss first draft of 22-23 Budget;	

Vernon College Annual Planning Calendar
Academic Year 2021-2022

Month	2020-2021	2021-2022	2022-2023	Strategic Plan and Long Term Objectives 2022-2026
			<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 2022-2023 Annual Action Plan; Review and approve 22-23 General Catalog with revisions (possibly move to June based on quantity of revision); Review and discuss second draft of 22-23 budget. <i>Responsibility: Board of Trustees, President and Vice President 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 2022-2023 <i>Responsibility: College Effectiveness Committee</i> Review and discuss third draft of 22-23 budget; Review and approve 22-23 General Catalog (if moved from May) <i>Responsibility: Board of Trustees, President and Vice President of Administrative Services</i>	
July		Conduct Annual Board Retreat including a Board self-evaluation	Review, enhance, and adopt 2022-2023 Planning Calendar	

Vernon College Annual Planning Calendar
Academic Year 2021-2022

Month	2020-2021	2021-2022	2022-2023	Strategic Plan and Long Term Objectives 2022-2026
		<p>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><i>Responsibility: College Effectiveness Committee</i></p> <p>Review, enhance and adopt 2022-2023 Assessment and Report Calendar, and Glossary <i>Responsibility: Student Success Data Committee</i></p> <p>Review and discuss fourth draft of 22-23 budget; Review and approve Fall (2022) Continuing Education schedule (due to timing, may occur in August); Issue employee contracts for 22-23; Review and approve policy manuals and handbooks for 22-23 <i>Responsibility: Board of Trustees</i></p>	
August, 2022		<p>Annual 21-22 committee reports posted on website for College Effectiveness Committee review <i>Responsibility: Committee Chairs and Director of Institutional Effectiveness</i></p> <p>Evaluation of 21-22 Annual Action Plan and Institutional Effectiveness Plans (ongoing) <i>Responsibility: Component Leadership</i></p>	<p>2022-2023 Institutional Effectiveness Plans posted in shared drive <i>Responsibility: Component Leadership</i></p> <p>Review and approve 2022-2023 Institutional Effectiveness Plans; <i>Responsibility: College Effectiveness Committee</i></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>

Vernon College Annual Planning Calendar
Academic Year 2021-2022

Month	2020-2021	2021-2022	2022-2023	Strategic Plan and Long Term Objectives 2022-2026
			<p>Review and approve upcoming year (2022-2023) operating budget;</p> <p>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>Review and approve investment policies, procedures and strategies as required by Public Funds Investment Act;</p> <p>Review and approve zero tuition/special populations for continuing education training for the Fall semester;</p> <p>Review and approve Wilbarger County Appraisal District Budget (due to timing, this may occur in September).</p> <p><i>Responsibility: Board of Trustees, President and Vice President of Administrative Services</i></p> <p>Review Annual Action Plans/Working Timeline for 22-23 Annual Action Plan and Approved 22-23 Institutional Effectiveness Plans</p>	

Vernon College Annual Planning Calendar
Academic Year 2021-2022

Month	2020-2021	2021-2022	2022-2023	Strategic Plan and Long Term Objectives 2022-2026
			<i>Responsibility: College Effectiveness Committee</i>	

*Component Leadership: Vice Presidents and President

Color Key:

Board of Trustees

College Effectiveness Committee

Component Leadership

Student Success Data Committee

QEP Committee

Reviewed and adopted by the College Effectiveness Committee on July 29, 2021

Reviewed by the Board of Trustees on August 11, 2021