

# Planning & Assessment

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## Assessment Planning

- Review Technology Plan
- Collect Assessment Data – Spring
- Review Diversity Plan
- Collect Outcomes – Spring
- Collect Service Area Outcomes
- QEP “Start, Stay, Finish.” Data Collection

APRIL/MAY

- Conduct Annual Program Reviews
- Develop Program Budgets
- Develop Program Objectives
- Program Advisory Committees
- Conduct Environmental Analysis (Faculty/Staff)
- Identify Program Changes – CRC
- Update Data Room Graphs Using:
  - Retention for Fall
  - Enrollment
  - Fall Outcomes
- Publish Factbook
- Review Organizational Chart
- Conduct Internal Audits

FEBRUARY/MARCH

WHO:  
 President’s Council (VPs)  
 Executive Council  
 President’s Council for Progressive Leadership (PCPL)  
 IE Director/Committee  
 Curriculum Review Committee  
 Program Chairs/Directors/Coordinators  
 Service Area Directors/Deans  
 Faculty/Staff/Students  
 ECC Trustees  
 Community Stakeholders  
 QEP Committee

- Performance Appraisal Evaluations  
 All Employees (PAS & PDP)
- Collect Outcomes – Fall
- Share Assessment Results – Fall
- Report Retention – Fall
- Review Faculty Credentials
- Publish President’s Yearly Report

DECEMBER/JANUARY

- Implement Annual Objectives
- Identify Program Changes – CRC
- Compile IE Plan
- Develop Strategies for Performance Data
- Conduct Student Satisfaction Survey
- Collect Assessment Data – Fall
- Update Data Room Graphs Using:
  - Retention for Summer
  - Enrollment
  - Outcomes – Summer
- Conduct Internal Audits

OCTOBER/NOVEMBER

ASSESSMENT PLANNING defines what program and service outcomes will be achieved; the **ends**

STRATEGIC PLANNING describes what resources are necessary to achieve expected outcomes; the **means**



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## Strategic Planning

- Review College Mission and Goals
- Set College Priorities
- Review Planning Model
- Share Assessment Results – Spring
- Report Retention – Spring
- Review Long Range Plan and Facilities Master Plan
- Develop/Review Strategic Plan:
  - Conduct – Environmental Scan
  - Develop – Planning Assumptions
- Review Faculty Credentials
- Update Data Room Graphs Using Spring Outcomes
- Conduct Internal Audits
- QEP “Start, Stay, Finish.” Annual Report

JUNE/JULY

- Board of Trustees Approval of Plans
- Communication of Priorities
- Prioritize and Finalize College Budgets
- Distribute NCCCS Annual Report Guidelines
- Update Data Room Graphs Using:
  - Retention for Spring
  - Performance Measures Indicators
  - Enrollment
- Report Retention – Summer
- Collect Outcomes – Summer
- Collect Annual Program Outcomes
- QEP “Start, Stay, Finish.” Planning & Implementation

AUGUST/SEPTEMBER

WHO:  
 President’s Council (VPs)  
 Executive Council  
 President’s Council for Progressive Leadership (PCPL)  
 IE Director/Committee  
 Curriculum Review Committee  
 Program Chairs/Directors/Coordinators  
 Service Area Directors/Deans  
 Faculty/Staff/Students  
 ECC Trustees  
 Community Stakeholders  
 QEP Committee

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