STRATEGIC PLANNING – INSTITUTIONAL INITIATIVES

Team Report Guidelines

The following list is a guide for the teams developing plans for the four Institutional Initiatives. Each plan should address the nine areas below.

1) An overview of what we can expect the environment to look like in the next 3 years as it impacts the strategic initiative. This should include a re-examination of the assumptions used to develop the original TIs and areas of focus related to the team.

2) In light of the re-examination, a brief restatement of our institutional goals, e.g. 2% growth, a focus on undeserved populations, equity, etc., as they relate to the strategic initiative.

3) Plans for achieving those goals, e.g. new outreach structure. This section should include identification of specific Commitments to Action (CTAs).

4) Identify the institutional infrastructure—the “foundations”— (Professional Development, Curriculum, Communications, Facilities, Technology) needed to support your plans. Detail specific resources as appropriate.

5) A timeline for the activities over the next 3 years.

6) Identification of any additional process or outcome metrics that can be used to measure the impact of the plan. This section should include the original strategic planning metrics, with benchmarks.

7) An assessment plan. This section should include specific proposals for assessing whether the plans have been successful.

8) Budget for the plans. This section should include annual expenditures (2007-08, 2008-09, and 2009-10) needed to obtain the plans outlined in #3. The budget should be itemized by division/departments, if relevant, and whether the expenditure is for equipment, personnel, etc.

9) Communication activities for the plans (feedback of results).