### Overview

#### Division Planning
- **Student Affairs & Enrollment Management Strategic Plans**
  - (Vision, Mission, Division Goals, & Strategic Priorities)

#### Department Planning
- **Mission & Departmental Program Goals**
  - (Included in Annual Report & UAP report)
- **Annual Priorities**
  - (Updates recorded via Tri-Annual Reports)

#### Division & Department Reporting
- **Annual Report**
  - (Built by Tri-Annual Reports)
- **University Assessment Panel Report**
  - (Built by Annual Reports; Connected to Strategy Grid)
Planning & Assessment Roles

• Brian
  – Liaison with AVP/VP (e.g. workbook review questions)
  – Provide final approval to workbooks
  – Approve any case-by-case priority exceptions
• Victoria
  – Manage the process (e.g., sending reminders about due dates, collecting workbooks)
  – Provide one-on-one consultation and coaching to Collaborative Communities/Departments upon request
  – Act as the primary point person for questions/concerns
  – Work with departments on any edits/adjustments before the workbooks are sent for final approval
Changes for FY15

• 4 Priorities → 2 Priorities
  – 1 Divisionally-Linked priority (next slide)
    • Must be learning oriented
  – 1 priority associated with assessment strategy grid project
    • Templates will be provided outlining action steps for consistency purposes
    • Check the box and fill in the blank

• Planning & Reporting in 1 document
New Plan

Division Wide Priority

Student Affairs & Enrollment Management Leadership
Sets Division Wide Priority/Focus for FY15 (i.e. Retention)

Collaborative Community (CC) Priority

Associate/Assistant Vice Presidents
Design a priority specific to their CC that serves the Division wide priority

Department Priorities (2)

Directors
Develop a departmental priority that serves the CC priority

Directors
Fulfill the scheduled Assessment Strategy Grid Project for FY15
• Thorough and of high quality
• Selecting Priorities
  – Alignment with departmental/divisional mission & goals & preset Divisional/CC priority
    • Core functions
      – 3 M’s
        • Meaningful (adds value to your department)
        • Measurable (how will you determine success)
        • Manageable (is it realistic)
• Not the only assessment going on
  – Other responsibilities (i.e. strategic plan)
Workbook Update

• Layout similar to Tri-Annual Reports
  – Cleaned up to eliminate obvious/unnecessary information and create more logical links

• Increased flexibility with adding/editing information in the excel file

• Focus is on the USE OF RESULTS
Workbook Review
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 21, 2014</td>
<td>FY15 Annual Planning Workbooks available on P&amp;A website</td>
</tr>
<tr>
<td>March, 2014</td>
<td>Annual Planning Training, Collaborative Community Priority Setting, &amp; Workbook drafting occurs</td>
</tr>
<tr>
<td>April 4, 2014</td>
<td><strong>DRAFT</strong> FY15 Annual Planning Workbooks due to AVPs from departments</td>
</tr>
<tr>
<td>May 2, 2014</td>
<td><strong>DRAFT</strong> FY15 Annual Planning Workbooks due from departments to Victoria Livingston (cc’ing AVPs)</td>
</tr>
<tr>
<td>May 16, 2014</td>
<td>Victoria Livingston will provide feedback to departments with changes (cc’ing AVPs)</td>
</tr>
<tr>
<td>May 30, 2014</td>
<td><strong>FINAL</strong> FY15 Annual Workbooks due to Brian Lance (cc’ing AVPs)</td>
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</tbody>
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Questions?