

## California State Universit

Academic Affairs

Office of the Provost and Vice President for Academic Affairs

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## **MEMORANDUM**

DATE:

October 11, 2013

TO:

V. Bennett, Chair, Academic Senate

R. Eisenbach, Interim AVP for Academic Programs G. González, Dean, Graduate Studies & AVP-Research

E. Grant-Vallone, Director, Faculty Center

M. Hunt, Interim AVP for Faculty Affairs

K. Kantardjieff, Dean, CSM

S. Lightner, Dean, CoBA

J. Pedersen, Interim Director, FYP

J. Powell, Dean, CEHHS

M. Schroder, Dean, Ext Lrng & AVP, Int'l Programs

A. Shapiro, Dean, CHABSS

W. Veres, Dean & CIO, IITS and Dean, Library

FROM:

Graham Oberem

Provost and Vice President for Academic Affairs

SUBJECT:

Call for Three-Year Rolling Plans for FY 2014/15 through 2016/17

Due date: Friday, January 17, 2014

This memo is sent to initiate the division's annual linked strategic planning and budget development process and to call for the submission of three-year rolling plans for FY 2014/15 through 2016/17. Please see the attached draft timeline for the preparation and review of the three-year rolling plans. The three-year rolling plan for your Unit is due on Friday, January 17, 2014 (please submit via email attachment to Marcy Boyle (mboyle@csusm.edu).

A joint meeting of the Academic Senate Budget and Long-range Planning Committee (BLP) and the Academic Affairs Leadership Council to review the compilation of plans and prepare a recommendation to the Provost will be scheduled for a date in early February. The compilation of the subdivision units' three-year rolling plans will be distributed prior to the meeting to allow time for BLP and AALC members to read the plans and be fully prepared to engage in a meaningful discussion.

The common planning assumptions for all Academic Affairs subdivision units have changed this year. They are as follows:

- 1) 5% FTES growth at the university level for each of the three years, relative to the 2013-14 official University FTES target of 7,741.
- 2) Increasing funding for all three years, based on FTES growth.
- Unit plans should align with and support the Academic Affairs Strategic Plan Goals; namely:
  - a. Develop an Academic Master Plan that focuses on programs relevant to our changing society and student demographics.
  - b. Employ pedagogies that are relevant to our changing society and student demographics.
  - Invigorate faculty and student research activities.
  - d. Cultivate global perspectives.
  - e. Provide faculty and staff professional development.
  - Develop non-state funding sources.
  - Provide needed academic technology and library resources.

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- 4) Programs and units should remain focused on the future and take into account realistic growth projections and strategic priorities in the unit for the next three years.
- 5) Program Review findings, if any, should be considered.
- 6) Program proposals currently under review should be considered and reflected as appropriate if an implementation date is anticipated during the period of the three-year rolling plan.

The three-year rolling plans should include:

- 1. Part 1 ~ Narrative
  - a. Please use the attached Word template.
  - b. Two primary sections
    - i. Planning assumptions common to all units and unit-specific.
    - ii. Goals by fiscal year.
- 2. Part 2 ~ Funding proposal
  - a. Please use the attached Excel template.
  - b. It may be possible that some goals will not require funding.

The Academic Affairs Strategic Plan is attached for your information and reference. The most recent compilation of narratives for subdivisions' three-year rolling plans can be found at <a href="http://www.csusm.edu/par/rollingplanreview.html">http://www.csusm.edu/par/rollingplanreview.html</a> and may be a useful reference.

If you have questions regarding the above, please feel free to contact me.

## GO/mab

Attachments:

Three-year Rolling Plan Review Timeline (Draft)

Academic Affairs Strategic Plan Template for Part A ~ Narrative

Template for Part B ~ Funding Proposal

cc: Members of the Academic Senate Budget and Long-range Planning Committee

Staci Beavers, Chair

Hua Yi

Michael Betancourt

Janet Powell

Linda Holt

Mike Schroder

Pat Stall

Wayne Veres

Kathleen Watson