




MEMORANDUM

DATE: January 13, 2012

TO: Academic Affairs Leadership Council

W. Aitken, Chair, Academic Senate
D. Barsky, AVP, Academic Programs
D. Chu, Dean, CoEHHS
R. Eisenbach, Interim Dean, CoBA
G. González, Dean, Grad Studies & AVP, Research
K. Kantardjieff, Dean, CSM

J. Powell, AVP, Faculty Affairs
B. Preece, Dean, Library
M. Schroder, Dean, Extended Learning
A. Shapiro, Dean, CHABSS
W. Veres, Dean and CIO, IITS

FROM: 
Emily F. Cutrer
Provost and Vice President for Academic Affairs

SUBJECT: Strategic planning timeline

This memo is sent to document our discussions at Academic Affairs Leadership Council (AALC) meetings held during the fall term regarding the division's linked strategic planning and budget development process – the three-year rolling plans for FY 2013/14 through 2015/16. Based on our discussions, it was agreed:

- AY 2011/12: AALC members will lead and facilitate strategic planning discussions at the unit level utilizing existing internal governance structures, as appropriate.
- Summer 2012: AALC members will prepare the three-year rolling plan narratives and corresponding budget plans, informed by the AY 2011/12 unit-level strategic planning conversations.
- Fall 2012: AALC and the Senate Budget and Long-range Planning Committee (BLP) members will review the units' three-year rolling plans and prepare a prioritized recommendation to me for FY 2013/14.

The Academic Affairs Strategic Plan revised at the May 17, 2011 joint meeting of the Academic Senate Budget and Long-range Planning Committee and AALC will serve as our guiding document (copy attached).

Common Planning Assumptions for all Academic Affairs Subdivision Units

- 1) Flat FTES at the university and college levels for all three years, based on the projected AY 2011/12 annualized FTES.
- 2) Flat funding level for all three years, based on the FY 2011/2012 budget allocations.

- 3) 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.
 - c. Invigorate faculty and student research activities.
 - d. Cultivate global perspectives.
 - e. Provide faculty and staff professional development.
 - f. Develop non-state funding sources.
 - g. Provide needed academic technology and library resources.
- 4) Programs and units should remain focused on the future.
- 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 compilation of the most recent three-year rolling plan narratives submitted by units in the division is attached for your reference only. Given the major organizational restructuring that occurred in the division over the past year, information in the document may not be germane to current conditions in some units. You will observe variations in approaches and presentation of information across the units because the guidelines were interpreted differently. Copies of the IITS plan were distributed at an AALC meeting in the fall as a sample (found on pages 45 – 51). IITS is one of the units in the division not directly involved in the recent reorganization and its plan may be a good model to consider once it is time to prepare documents for submission (work to be done over the summer). Guidelines and templates will be distributed toward the end of the current academic year for your use in preparing the three-year rolling plan narratives and budget plans. The submission due date (late summer or very early fall) will be announced when the templates are distributed.

If you have questions regarding the above, please feel free to contact me or to include this topic on your agenda for our next one-on-one standing meeting.

EFC/mab

Attachments

cc: Staci Beavers, Chair, Academic Senate Budget and Long-range Planning Committee