

Strategic Plan Annual Review Policy

The 2019-2024 Strategic Plan includes objectives, strategies, metrics, responsibilities and completion dates. This policy codifies the plan with respect to timelines and dissemination of information.

The deans, chairpersons, and directors, are the responsible positions identified in the plan and the continual cooperation and communication between these positions is essential to the successful attainment of the goals within the plan. Ensuring input from faculty and staff is also an essential component of the success of a strategic plan.

The following steps ensure the strategic plan can be carried out, documented, and amended as necessary on an annual basis.

Data for the strategic plan should be collected in electronic format at a secure site, such as a Learning Management System (LMS), allowing accessibility to all COT faculty and staff, and providing editorial capability to those collecting data. The site will become a repository for activity related to the Strategic Plan. Oversight/management of the repository should be the joint responsibility of the Dean's Office, the Chairpersons, and Faculty Council leadership.

Fall Semester

- Deans, chairpersons, and directors meet to determine what needs to be collected for the strategic plan of the current academic year.
- The deans and chairpersons disseminate and discuss these collection pieces for the current academic year at the all-faculty meeting in September/October.
- Deans, chairpersons, and directors meet to discuss the annual report data and the printed annual report from the previous academic year for dissemination to constituents.
- Deans and chairperson disseminate analysis of the annual report from the previous academic year to all-faculty and staff at the winter break gathering.

Spring Semester

- Deans, chairpersons, and directors meet to discuss collection progress and discuss changes for the Strategic Plan in January.
- Report of collection progress and proposed changes given to Faculty Council for potential action in February.
- Deans, chairpersons, and directors shall meet not later than mid-term to assess the progress of data collection for inclusion in the annual report.
- Report of collection and actions taken at the all-faculty meeting in May.

Summer Semester

- Deans' office finalizes collection and sends information to marketing for production of the annual report.
- Marketing produces finalized annual report in cooperation with deans' office personnel.