

Revision Responsibility: Director for Planning and Institutional Effectiveness
Responsible Executive Officer: President

Source/Reference: None

PURPOSE

To establish the requirements and responsibilities for planning and evaluation of programs.

POLICY

- I. Ultimate responsibility for development and approval of all College plans rests with the president.
- II. College planning processes will be broad-based with the opportunity for participation by all College constituencies and will include:
 - A. Review and revision, as needed, of the College mission/purpose statement.
 - B. Long-range strategic planning in accord with timeframes and procedures established by the TBR and THEC.
 - C. Annual operational planning.
- III. The College Planning and Effectiveness Council have responsibility for coordinating College planning processes. Through these processes, the Council will recommend the following to the president:
 - A. Changes, as needed, to the College mission/purpose statement.
 - B. Long-range strategic planning goals.
 - C. Annual institutional planning initiatives.
 - D. Changes, as needed, in the planning processes as described in the Columbia State Institutional Effectiveness Manual.
- IV. Ultimate responsibility for evaluation of all College programs and services will rest with the chief administrative officer responsible for each area.
- V. Ultimate responsibility for College financial plans rests with the president who will ensure that institutional plans form the basis upon which the budget is developed.

PROCEDURES

- I. The chief administrative officers or designees will coordinate evaluation procedures as outlined in the Columbia State Planning and Effectiveness Manual and ensure that evaluation results for the previous year are available for use by the Planning Council by the second week in October.
- II. Members of the College Planning and Effectiveness Council will be appointed according to College guidelines for standing committees by the second week in September.
- III. The Council chairperson will convene the College Planning and Effectiveness Council by the first week in March to identify focus areas for annual planning.
- IV. The Council will initiate the planning for the next year following the procedures outlined in the Columbia State Planning and Effectiveness Manual.