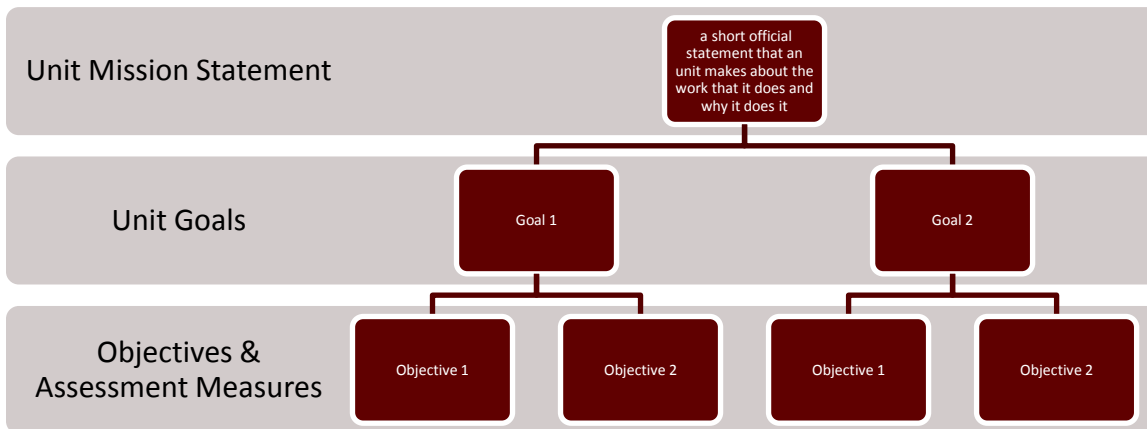


Developing Unit Strategic Plans

During the Spring term of each year, Unit Managers are asked to develop Unit Strategic Plans (USPs) for the next academic year. It is important that plans developed for each unit are closely aligned with the College Mission Statement and the Institutional Goals. Each set of Unit Strategic Plans incorporates and reflects the operation of that unit on all campuses and sites of the College. The unit budgets reflect the fiscal implications associated with the Unit Goals and Objectives.

The Unit Plan consists of the following:

1. **Mission Statement** for the Unit, Department or Division
2. **Long Term Goals** (i.e., 3 to 5 years out)
3. **Unit Goals** are the broad descriptions of what the Unit plans to do for the upcoming year. A Unit will likely have more than one Goal each year.
 - a. **Objectives** are the means by which the unit will accomplish its Goals (or the activities through which the goal will be achieved). Unit Goals should have at least one Objective.
 - b. **Method of Assessment** is defined in the Unit Plan to determine if the objective has been met.
 - c. **Additional Funding Requests** provide the Unit Manager with an estimate of the cost of accomplishing an objective and describe how funds will be used to accomplish each Unit Objective.



Considerations for Development of Unit Strategic Plans:

1. What can be done to improve the operation and results of the unit?
2. What are desired Student Learning Outcomes or Program Learning Outcomes for each Unit?
3. What equipment/facilities are needed to accomplish the Goals and Objectives of the Unit?
4. Are there Professional Development issues that can be addressed to improve the performance of the unit?
5. Are there any unfinished goals or objectives from the previous year that should be included in the new Unit Plan?

To enter your Strategic Plan (beginning 3/11/2011)

1. Log onto the Faculty/Staff Online system from the main web page
2. Select "Institutional Effectiveness"
3. Log onto the system using your User ID and Password (the same one you use to log onto HOST)