Timetable for Strategic Planning

Tentative Goal:
Draft plan in September 2009
Final plan in January 2010

Ongoing Planning Discussions:
Student Government Meetings, Student Focus Groups
Bi-weekly Senior Staff Meetings
Monthly Faculty Meetings
Alumnae Focus Groups
Board of Trustee Meetings
Chairs Meetings
Meetings of Major Faculty Committees:
  Faculty Executive Committee
  Faculty Personnel Committee
  Curriculum and Academic Policy Committee
  Graduate Program Committee

September 2008

- Announce the Strategic Planning process to the campus community
- Convene the President’s Cabinet for Strategic Planning
- Cabinet for Strategic Planning - Meeting 1 – September 19
  Review and consider:
    1. Mission Statement
    2. Vision Statement
- Cabinet for Strategic Planning - Meeting 2 – September 30
  Review and consider:
    1. Revised Mission Statement
    2. Revised Vision Statement
October 2008

- Solicit list of current programs/initiatives from Academic Department Chairs and Administrative Unit Heads

- Student Government Discussions

- Board of Trustees Workshop – October 15: Strategic Planning

- Cabinet for Strategic Planning - Meeting 3 – October 17
  Review and consider:
  Core Focus Areas (Set 1)

- Faculty Meeting Discussion – October 21: Mission and Vision

- (Executive Committee) Develop draft of Broad Principles, based on Cabinet discussions

- Cabinet for Strategic Planning - Meeting 4 – October 30
  Review and consider:
  Core Focus Areas (Set 2)
  Draft of Broad Principles

- (Executive Committee) Develop Broad Principles Matrix

- (Executive Committee) Develop Planning Template from
  a. Broad Principles
  b. Critical College Issues
     (source: interim planning document, May 2008)
November 2008

- Launch Strategic Planning website
- Student Focus Group
- Staff Focus Group
- Alumnae Focus Group
- Distribute template for Departmental Plans to Chairs
- Solicit Departmental Plans from Administrative Units
- Faculty Meeting Discussion – November 18: Core Focus Areas and Broad Principles

- Cabinet for Strategic Planning - Meeting 5 – November 20
  Review and consider:
  1. Broad Principles Matrix
  2. Analysis of BPM

December 2008

- Cabinet for Strategic Planning - Meeting 6 – December 16
  Review and consider:
  Revised Broad Principles Matrix

- Departmental Plans due
January 2009

- Use Departmental Plans to build master Broad Principles Planning Template
- Faculty / Staff Summit – January 15
  Discuss master Broad Principles Planning Template
- Faculty / Staff / Students / Alumnae Summit – January 22
  Discuss master Broad Principles Planning Template
- Cabinet for Strategic Planning - Meeting 7 – January 27
  Review and consider:
  1. Analysis of the BPPT
  2. New ideas and initiatives contained in the master BPPT that merit further development and action

February 2009

- (Executive Committee) Develop Key Initiatives
- (Executive Committee) Develop an Action Plan Blueprint
- Board of Trustees Meeting: Strategic Planning
- Cabinet for Strategic Planning is divided into teams with a point person for each team
- Each Planning Team is assigned one or more Key Initiatives based on expertise
- Planning Teams meet at least twice to develop Action Plans for Key Initiatives, including Phases for accomplishing each Initiative (early phases should be achievable with minimum expenditures)
March 2009

- Planning Teams submit Action Plans to Executive Committee

- (Executive Committee) Review and compile Action Plans, aligning initiatives with Broad Principles and prioritizing

April 2009

- Cabinet for Strategic Planning - Meeting 8 – April 17
  Review and consider:
  Master Action Plan

- (Executive Committee) Revise and finalize Master Action Plan

May 2009

- Design Assessment Framework for the Master Action Plan

- Board of Trustees Meeting: Strategic Planning

June – July 2009

- Financial Planning for the Master Action Plan
August 2009

- Write the draft Strategic Plan
- Cabinet for Strategic Planning - Final Meeting – August 19
  Review and consider:
  Draft Strategic Plan
- Revise draft Plan based on Cabinet input

September 2009

- Public vetting of the draft Strategic Plan
- Revise and update Financial Plan as necessary

October 2009

- Preliminary approval of the Strategic Plan by the Board of Trustees

November - December 2009

- Make final revisions to draft Strategic Plan

January 2010

- Publication of the Cedar Crest College Strategic Plan

February 2010

- Board of Trustee Approval of the Strategic Plan
- All-college Address