

Academic Affairs School-Level Planning Group Charge and Membership

For instructional schools, each dean will establish a short-term School-Level Planning Group to meet during the fall school planning period based on the following charge and membership.

Charge

- Establish two separate meeting dates/times for the School Level Planning Group after the program plan/review deadline has passed and prior to the end of the fall term. All program plans/reviews, as well as the prior year's school plan, should be provided to all members prior to the first group meeting so that they can familiarize themselves with the content.
- Discuss progress made on the prior year's school plan goals, school-level student achievement and learning data, and activities.
- Analyze school-level student achievement and learning data to inform progress toward goals and to inform the discussion of activities to engage in for the coming year.
- Identify activities that should be supported at the school level to achieve each goal. Activities may be synthesized from the program plans/reviews, continuations from prior school plans, or new activities derived from the analysis of school-level student achievement and learning data. The Dean may also determine the need for additional activities that arise from the analysis of data with the group or known Vice President priorities when they are absent from the program plans/reviews.
- Working with the faculty co-chair of the planning group, establish a prioritization process to assist the planning group in finalizing which activities will be recommended for inclusion in the school plan. The prioritization process should take into consideration which activities may require resources and which do not require resources to move forward the goals.
- Based on the recommendations from the School Level Planning Group, the Dean and faculty co-chair will develop the draft School-Level Plan prior to the deadline established by the College Planning Council. A draft should be completed in time to be sent to the School Level Planning Group for a final opportunity for review and recommendations prior to submission.
- At the conclusion of the school planning process, the Dean, working with the faculty co-chair, will email the final school plan and resource request list to all departments within their respective areas. A rationale should be provided to departments regarding any resource requests that were not prioritized for inclusion in the final school plan resource request list.

Membership:

Each School Level Planning Group will be co-chaired by the school dean and a faculty member. The co-chairs will be jointly responsible for setting the two School Level Planning Group meetings and ensuring the progress of the group's work.

School Planning Group Membership:

- Instructional Dean
- Faculty Co-Chair* (selected by the school planning group from among faculty members listed below)
- Department Head of each department within the school
- 1 faculty Annual Plan and Program Review (APPR) Contact from each department**
- 3 classified staff within the school (at least 1 administrative assistant and for schools with library or learning support services, at least 1 representative from a service area)
- 1 student

**All APPR Contacts should be invited to both school planning meetings; 1 will represent the department as a member of the School Planning Group along with the Department Head.

*At the first School Level Planning Group meeting, the members will select one faculty to serve as the co-chair for the group. This selection may take place by consensus at the meeting. The faculty co-chair will also serve as a member of the Vice President-Level Planning Group in the spring.

Approved by the Department Plan/Program Review Subcommittee – May 20, 2021; Approved by College Planning Council – September 9, 2021