

Annual Review Process of the COS 2005-2010 Strategic Master Plan

Purpose of the Annual Review:

- To determine if the existing mission, values, vision, function, goals & objectives are still relevant given changing environment.
- To make amendments to the plan to add items which are now necessary for the college.

Process:

Activity	Coordination Responsibility	Timeline
Distribute the mission, values, vision, function, goals & objectives to all campus staff.	Student Services Office	February 2006
Level 2 Groups and any others review the SMP document and make recommendations. These recommendations can take place either through individual "Action Plans" submitted as part of the Annual Planning Process or through discussion among Level 2 and other groups about program needs.	Level 2 Chairs	February 2006
All recommendations forwarded to the PAC for review. A list of strategic master plan recommended revisions is created.	President's Office	March 2006
College-wide forums held to discuss changes in the strategic master plan.	Student Services Office	March 2006
All staff review list and provide input on High/Medium/Low priorities.	Student Services Office	March/April 2006
PAC reviews input from all staff and creates a list of High/Medium/Low priority projects/changes and revises the Strategic Master Plan.	President's Office	April 2006
Strategic Master Plan is revised as recommended and forwarded to the Board of Trustees for adoption.	President's Office	May 2006
REPEAT CYCLE in 2007, 2008, 2009		

Selection Process for Bond Projects

Criteria for Including Projects in the "Bond List"

- The Bond project list is developed based on the Strategic Master Plan. Each Bond Project which is to be included in the "List" must be included in the Plan.
- The Strategic Master Plan is a living document and can be revised at least annually. Additions to the Strategic Master Plan can be made through Level 1/2 Plans submitted during the annual planning process or through Action Plans identified by other groups (e.g. Facilities Committee)

Process:

Activity	Coordination Responsibility	Timeline
Strategic Master Plan Facility Priority Lists, Bond Language and Input from forums reviewed by PAC and recommendation made to the President about facilities for the Bond.	President's Office	April 2006 April 2007 April 2008 On-going