

Completing the Planning Forms

SECTION A—DEVELOPING A PROGRAM PLAN WHEN YOU HAVE NOT COMPLETED PROGRAM REVIEW

- Seek input from appropriate sources that impact operations and decision-making such as advisory committees, transfer institutions, and other planning committees through meetings, open forums, email messages, and/or other means.
- Gather information on the status of the implementation of the previous cycle's plan.
- Communicate the planning process and its progress and results to colleagues and constituents.

Step 2: Things to do Before the Planning Team Develops a Plan

Call the planning team together for an organizational meeting. At the meeting, do the following:

1. Review the college's mission statement.
2. Review the collegewide strategic directions and annual goals.
3. Review the program's mission statement.
4. Review copies of the specialized plans (Technology, Facilities, and Academic Plans).
5. Distribute copies of last year's plan and review the progress of the goals and objectives.

Step 3: Develop a Plan and Complete the Planning Form

This step provides instructions on how to develop a program plan when you have not completed program review (see Section B if you have previously completed program review). Each section provides a short description of the topic and a series of questions. The questions do not have to be specifically answered, but rather are provided as a way to stimulate the thinking of the Planning Team and as means to help the team identify possible content for each section on the form.

I. Mission Statement

Define the purpose of the program. In other words, establish a mission statement. Describe the program's purpose and what it intends to accomplish.

Consider the following questions:

1. How does the program's mission relate to and support the college's mission and strategic directions?
2. What does the program intend to accomplish?
3. What is the purpose of the program?
4. What are the intended outcomes of the program or what changes does the program intend to produce?

SECTION A—DEVELOPING A PROGRAM PLAN WHEN YOU HAVE NOT COMPLETED PROGRAM REVIEW**How do we write a mission statement?**

Begin by asking yourselves, how does our program/unit/area support the mission of the college? Every program/unit/area **must** support the mission of the college, otherwise, “Why would you exist?” Second, consider the needs your program/unit/area addresses to further the mission of the college (purpose of your program/unit/area). Why does the program/unit/area exist? Every program/unit/area has a purpose, a reason for being. Lastly, ask yourselves, what are we doing to address our purpose (the business of your program/unit/area)? A mission statement is clear and precise, if it is too broad you will not know if you fulfill the mission and if it is too narrow you may find yourselves limited by it.

As you create your mission statement, ask yourselves the following questions:

1. How does our mission statement support the college's mission?

Begin by reviewing the college’s mission statement, which guides the work every program/unit/area does at the college. After reading the mission statement of the college, ask yourselves, how does our program/unit/area support the common principles or purposes that we share as a college? Then, explain how your mission statement supports the common principles or purposes in the college’s mission (e.g., successful student learning, encouraging and supporting continuous learning, providing high quality instruction, etc.).

2. What is the purpose of our program/unit/area?

The purpose of your program/unit/area is why you exist. What is your program’s/unit’s/area’s role at the college? What are the opportunities or needs that your program/unit/area addresses? Make sure to describe the population you serve. Are you serving students, staff, faculty, and/or community members? **Do not give the numbers of the customers you served.** Instead, make sure to include a few words in your mission statement that inform the college who is the population you serve.

If you find yourselves having difficulty identifying your purpose or how your program/unit/area supports the college, ask yourselves “If our program/unit/area ceased to exist today, what would be the effect on the college and the learning process?” If you can identify any effect, you have also identified the purpose of your program/unit/area and how you support the college’s mission.

3. What are we doing to address our purpose (the business of your program/unit/area)?

Explain how you meet your purpose. What array of services do you provide to meet your purpose? In other words, describe the nature of the services your program/unit/area intends to address. **Do not just list all the activities/tasks (e.g., process requests, schedule classes, attend meeting, process forms, etc.) that your program/unit/areas performs.** Begin by asking yourselves, why do we perform the services, tasks, and/or activities that we do? Every service your program/unit/area provides has a purpose. Think about the range and nature of the services you provide, and then come up with general categories that reflect every facet of the business your program/unit/area provides. Try to include verbs, or action words, that describe what the program/unit/area is doing to meet its purpose. What does the program/unit/area intend to provide, produce, reduce, improve, or change to further its mission?