

Planning at Lynchburg College

Annual Calendar for Planning, Budgeting, and Assessment											Lynchburg College	
2009						2010						
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Board of Trustees			Review institutional indicators and Strategic Plan updates. Finalize budget. Approve budget guidelines for next year's budget				Review indicators. Set Tuition and fees for next year Preview next year's budget			Board update on Strategic Plan. Review institutional indicators.		
Cabinet	Summer Retreat. Quarterly Budget Review; Strategic Plan Results		Quarterly Budget Review; Report on Enrollment/ retention and Strategic Plan		Division Strategic Plan Presentations	Review Strategic Plan Funding; Quarterly Budget Review			Quarterly Budget Review	Report on Strategic Plan Progress and ongoing actions for Strategic Goals		
CPRC	College Planning & Resources Committee: The Chair joins the Strategic Planning Team for institutional planning & budgeting discussions.											
Strategic Planning Team		Orientation / Update progress on Strategic Plan	Reviews presentations of plans and results related to Strategic Plan		Recommend Strategic Plan funding	Update progress on Strategic Plan	Review presentations of plans and results related to Strategic Plan		Update progress on Strategic Plan / Recommend funding	Evaluate SPT work; determine changes needed		
Academic Units		Review / revise annual plans from Internal Self Study	Draft budget to support plans		Mid-year review of plans / results	Budget requests next year due			Departmental Internal Self Studies Completed	Assess student learning for departmental goals. Due 15 June in WEAVEonline. Draft action plans.		
Administrative Units			Review plans; Draft budget requests to support plans	Review Acad. Plans. Adjust unit action plans to support.	Mid-year review of plans / results	Budget requests due				Assess progress on departmental goals. Due 15 June in WEAVEonline. Update Department plans.		
All Divisions	Schedule presentation to Strategic Planning Team on strategic initiatives	Send progress reports to Strategic Planning Team	Review and approval of unit plans by division		Budget requests reviewed & approved at division level Review progress; Send results to Division leader for Cabinet review				Send progress reports to Strategic Planning Team	Review progress on plans - update Division leader		
Implement annual plans											Measure outcomes, respond to findings	
Strategic Plan monitored by the Strategic Planning Team and implemented through unit plans and division strategic plans												