
Action Project

Institution: San Juan College
Submitted: 2004-12-21 **Contact:** Ron Jernigan
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Timeline:

Planned project kickoff date: --

Target completion date: --

Actual completion date: --

A. Give this Action Project a short title in 10 words or fewer:

Integrate and Communicate a Strategic Planning Process

B. Describe this Action Project's goal in 100 words or fewer:

San Juan College will improve the Strategic Planning Process model, guided by the mission and vision of the institution. The model will integrate and focus various planning processes from throughout the college including the annual operation and resource planning processes. The plan will define timelines and responsible positions for each step of the annual cycle and be communicated to the entire institution.

C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category: Leading and Communicating

D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities: _

The college will re-visit its mission and vision. The new planning model will be used to provide a process for revisions and communication of results. The model will provide multiple points of data input and analysis related to both the process and planning. The college will implement the planning process through its leadership team and Quality Intensive Learning Leadership System (QUILLS) Council Structure (Quality Student Learning, Quality Student Support, Quality Community Linkages, and Quality Organizational Development). Cycles of long-term and annual strategic planning will be overlaid with other planning processes to include the academic master plan, budget master plan, facilities master plan, and IT master plan into a seamless and continuous improvement cycle of short and long term goals. Broad-based faculty, staff, and administrative involvement in both the design of the process and its implementation will assist individuals in a shared understanding of the planning process.

Communication with all stakeholders, environmental scanning and analyzing performance results as a part of the process will lead to more effective long-term planning and meeting our mission and vision.

E. List the organizational areas - -institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

Executive Leadership Team College Association Quality Councils

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

The Leadership System Strategic Planning Operational Planning

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target

completion):

Using the following forums for reporting and discussion: SJC Board Retreat College Association Meetings Council and Departmental Meetings

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

- Internal and external information gathering and compilation is completed.
- Mission, Vision, and Values are drafted and reviewed by internal stakeholders.
- Mission, Vision, and Values are approved by the Board.
- Planning model will be developed to define processes and communicate results.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

The Mission, Vision, and Values are communicated and clearly understood by both internal and external stakeholders. Completion of a successful SJC planning cycle Internally published documentation of complete planning process and cycles.

J. Other information (e.g., publicity, sponsor or champion, etc.):

Develop strategic and annual planning cycle. Mission, Vision, and Values revisions developed and approved Strategic and Annual Planning Cycle implementation and evaluation Mission, Vision, and Values communicated internally and externally to stakeholders Strategic and Annual Planning Cycle refinement

K. Project Leader and contact person:

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