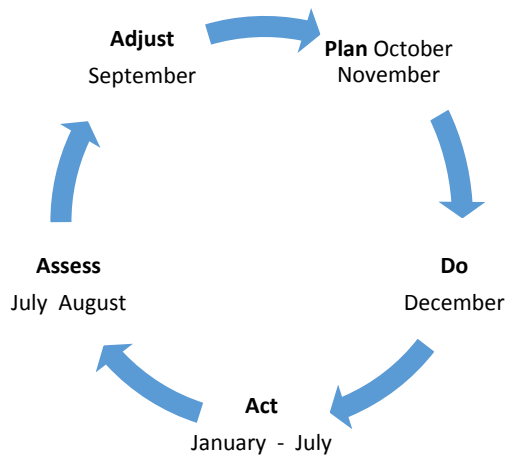




Plan – Do – Act – Assess - Adjust (Repeat)

- In goal #8 of the BMCC 2015-2020 Strategic Plan, we state: **“Deliberate Continuous Improvement Based on Evidence at BMCC”**
- In this goal we commit to **“regularly assess the outcomes of the 2015-2020 Strategic Plan and make adjustments based on evidence (data)”** with the following planning cycle and approach:



- During our Fall Pre-service, the following feedback and recommendations were provided **for desired outcomes and priority setting in 2017-18:**

Top 3 Priority Goals	Desired Outcomes
<p>#1 Students First, Flexible Financial Plan #2 Relevant Curriculum, Diverse Workforce #3 Communications & Recruitment Plan, Continuous Improvement</p> <p>See BMCC website for a full representation of the 2015-2020 Strategic Plan at: http://www.bluecc.edu/about-bmcc/bmcc-at-a-glance/mission-vision-strategic-plan</p>	<ul style="list-style-type: none"> Courses offered when, where, and how according to student need Improved launch and implementation of initiative projects More efficient processes Increased ability for areas to determine return on investment (ROI) of initiatives Academic Master Plan fine tuning and actively utilized for planning/assessment Departmental level planning and planning tools ← Integration of equity into hiring process Greater awareness of and access to data resources

Departmental Guide for Getting Started

Each planning unit (department) at BMCC will have completed their 2017-18 departmental planning process by **Friday, December 9, 2016** using the attached sample planning template. Departmental activities, tasks, intended outcomes, and anticipated budget will all then be entered into our online planning system "SPOL" by the Office of Institutional Effectiveness.

Questions to ask as you begin 2017-18 Departmental Planning:

- Based on our 2015-16 outcomes and the recommended priorities for 2017-18, what will our priorities and supporting activities for 2017-18 be? (*Departmental Activities*)
- How does our planning support the college strategic plan? (*College Goals/Objectives*)
- How will we carry out our plan? (*Tasks*)
- What expenses and return on investment are anticipated? (*Budget*)
- Do we need collaboration with or assistance from anyone else? (*Other Units Impacted*)
- How will we know that we've been successful? (*Intended Outcomes and Indicators*)

Steps to completing 2017-18 Departmental Planning and Timeline:

To Do	By Whom	By When
1. Provide 2017-18 planning and budget process overview to all area leads	VP of Admin. Services, AVP of Business Operations VP of Student Affairs	10/28
2. Meet with departments to assess outcomes from 15-16, review plans for 16-17, and discuss priorities for 17-18	VPs, AVPs, Deans	11/10/16
3. Gather input from departments on 2017-18 priorities and complete the Departmental Planning template. <i>I Drive: Strategic Plan Document Folder, 2017-18 Folder, save to your unit folder</i>	Department Chairs, Directors, Leads	11/30/16
4. Finalize and approve all 2017-18 departmental plans	VPs	12/9/16
5. Enter departmental planning data into SPOL (Planning, Budget modules)	Office of Institutional Effectiveness Business Office	3/2017
6. Participate in group and/or individual planning and SPOL training time with the Office of Institutional Effectiveness	VPs, AVPs, Deans, Directors, Leads	5/2017

Note: Effective with the 2017-18 academic year, all departmental planning outcomes will be documented in SPOL. Ongoing assessment and planning will take place in accordance with our annual plan-do-act-assess-adjust cycle.



Goal #8: Deliberate Continuous Improvement Based on Evidence at BMCC

“Regularly assess the outcomes of the 2015-2020 Strategic Plan and make adjustments based on evidence (data)”