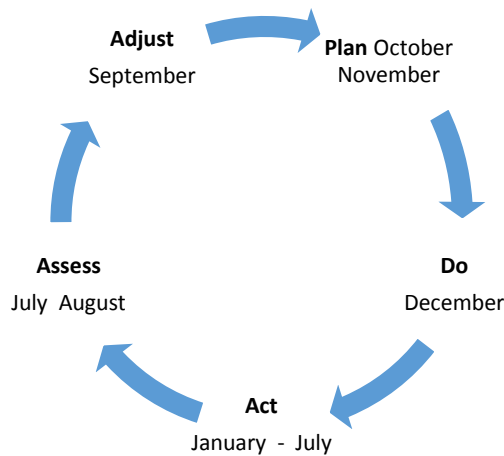




Plan – Do – Act – Assess - Adjust (Repeat)

- In goal #3 of the revised BMCC 2015-2020 Strategic Plan, we state: **“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)”** and practice the following planning cycle and approach:

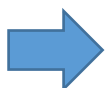


- The College recently revised its 2015-2020 Strategic Plan and has established the following priority goals and areas of focus:

3 Priority Areas of Focus (ICAT Survey Results)	Priority Goals According to Core Theme
<ul style="list-style-type: none"> Data and Technology Teaching and Learning Equity <p>See BMCC website for a full representation of the revised 2015-2020 Strategic Plan and foundational Master Plans at: http://www.bluecc.edu/about-bmcc/institutional-effectiveness/strategic-planning</p>	<p><u>Access to Quality Programs</u> Goal #1 BMCC is committed to providing a “students first” learning environment</p> <p><u>Opportunities for students to complete, transfer, and advance</u> Goal #2 Relevant and Dynamic BMCC Curriculum</p> <p><u>Responsiveness to Community Needs</u> Goal #2 Relevant and Dynamic BMCC Curriculum</p> <p><u>Encouragement and Support for a Culture of Learning</u> Goal #3 Continuous improvement based on evidence at BMCC Goal #4 Diverse and high quality BMCC workforce</p>

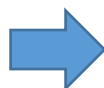
Departmental Guide for Getting Started

Each planning unit (department) at BMCC will complete their 2018-19 departmental planning process **by Friday, December 8, 2017** using the guiding questions below and attached sample planning template. Content from finalized departmental planning templates will be entered into one tracking document by the Office of Institutional Effectiveness. All planning templates and the tracking document can be found on the I:drive in the “Strategic Plan Documents” “2018-19” folder as well on the Strategic Planning webpage at <http://www.bluecc.edu/about-bmcc/institutional-effectiveness/strategic-planning>



Questions to ask as you begin 2018-19 Departmental Planning:

- What were our outcomes for 2016-17?
- Based on our 2016-17 outcomes and the College’s priorities for 2018-19, what will our priorities and supporting activities for 2018-19 be? (*Departmental Activities*)
- Which of the College’s priorities does our planning support or advance? (*College Goals/Objectives*)
- How will we carry out our plan? (*Tasks*)
- What costs and return on investment are anticipated? (*Budget*)
- Do we need collaboration with or assistance from any other department to complete any of our activities? (*Other Units Impacted*)
- How will we know that we’ve been successful? (*Intended Outcomes and Indicators*)



Steps to completing 2018-19 Departmental Planning and Timeline:

To Do	By Whom	By When
1. Departmental Planning Kick-off. Provide 2018-19 planning and budget process overview to all College department leads	President, VPs, AVP of Business and Finance	10/26/17
2. Meet with respective departments to assess outcomes from 16-17, review plans for 17-18, and discuss priorities for 18-19	VPs, AVPs, Deans	11/17/17
3. Gather input from departments on 2018-19 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	12/08/17
4. Finalize and approve all 2018-19 departmental plans	VPs	12/22/17
5. Enter departmental planning data into centralized tracking document	Office of Institutional Effectiveness	3/2018
6. Meet with departmental leads to finalize tracking document and departmental outcomes measures	Office of Institutional Effectiveness	5/2018



Goal #3: Continuous Improvement Based on Evidence at BMCC

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