

Illinois Valley Community College

Creating Annual Plans

2019-2023

Divisions and Departments

As part of its planning, IVCC first developed an Academic Plan (2018-2021) designed to provide the foundation for the College's Strategic Plan (2019-2023). This blueprint places academics at the center of IVCC's aspirations for the future. In order to advance the College's mission and vision, annual plans are developed each year by each division and department that outline strategies for achieving the College's goals and objectives. These annual plans are intended to focus division and department priorities and activities on the College's academic and strategic goals.

Annual plans should be completed by November 15th of each year for the following fiscal year. In addition, Deans and Directors will review their progress on plans from the previous year and present the highlights of their plans for the upcoming year to Strategic Leadership Planning Council (SLPC) prior to the beginning of the budget cycle. Annual plans will then inform the budget cycle and resource allocation processes.

A note of caution about preparing annual plans: Departments and divisions are not expected to meet every goal and objective in the strategic or academic plan. Instead, they should focus on a limited number of activities for the upcoming year. These activities should reflect the priorities of the department or division.

Institutional Departments

Institutional departments other than academic divisions and departments should build their annual plan in such a way that it maps directly to the goals and objectives of the strategic plan. For example, if a department determines that one of its main activities for the year will be to reduce costs, the activity would map to Goal 3: Serve as responsible stewards of college, community, state and donor resources; Objective 2: Plan and manage fiscal resources proactively to balance revenue with expenses.

Once the activity is determined and mapped to the Strategic Plan, departments should determine a timeline for the activity and the resources (personnel, equipment, etc.) required. Often, these resources will be included in the budget planning for the next year. Additionally, departments should determine who is responsible for the activity and how they will determine whether or not the activity has been successful. This information should be included on the Annual Plan template for review at the December or January SLPC meeting.

Based on the annual planning, departments can then budget their time and resources based on their planned priorities for the year.

Academic Divisions and Departments

Academic divisions and departments should build their annual plans in such a way that they map directly to the Academic Plan. The academic goal and objective for each activity should then be mapped to the strategic plan. For example, should a division determine to offer more online courses, they would map this activity to Academic Goal 1: Provide high quality instructional programs in recognized and emerging fields of study that lead to successful completion of degrees, certificates, employment, and transfer; Objective 2: Increase IVCC's online footprint. The academic goal is then mapped to the Strategic Plan: Goal 2: Provide resources and support systems that cultivate success for our students, employees, and community; Objective 1: Enhance the student experience by continuously improving teaching and learning both in and out of the classroom.

Once the activity is determined and mapped to the Academic and Strategic Plans, divisions and departments should determine a timeline for the activity and the resources (personnel, equipment, etc.) required. Often, these resources will be included in the budget planning for the next year. Additionally, divisions and departments should determine who is responsible for the activity and how they will determine whether or not the activity has been successful. This information should be included on the Annual Plan template for review at the December or January SLPC meeting.

Based on the annual planning, divisions and departments can then budget their time and resources based on their planned priorities for the year.

Reporting Progress

Progress reports will be completed annually and submitted to SLPC by November 15th of each year. Progress, evidence of success, and next steps for each activity should be noted in the report. Highlights of the division or department's progress will be presented at SLPC along with the upcoming annual plan.