

# Norco College Strategic Planning Timeline

Strategic Planning Instrument	Date of Completion	Responsibility	Dissemination
<b>Report on Annual Evaluation Cycle</b>	End of Fall	Office of Institutional Effectiveness	Placed on Institutional Research Website
<b>Planning Councils Prioritization of Staffing and Equipment Needs</b>	Fall	Academic Planning Council Business and Facilities Planning Council, Student Services	To Institutional Strategic Planning Council, Committee of the Whole, and then to the college president
<b>Report of Resource Allocation</b>	Mid Fall (after board of trustees approves the budget)	Vice President of Business Services	Presentation to ISPC, COTW, and BFPC.
<b>Annual Progress Report on Strategic Planning/Educational Master Plan Goals, Objectives and “Dashboard Indicators”</b>	Fall	Office of Institutional Effectiveness	Presented to ISPC and COTW; then to Institutional Research Website
<b>Survey of Effectiveness of the Planning Councils: Academic Planning Council, Business and Facilities Planning Council and Student Services Planning Council</b>	Late Fall	Office of Institutional Effectiveness	Reviewed by Councils and placed on Institutional Research Website
<b>Report of Effectiveness of Academic Senate and Senate Standing Committees</b>	Late Spring	Senate president and committee chairs	Senate president reports to ISPC. Posted on IR and senate website.
<b>Institutional Effectiveness and Planning Survey</b>	Late Spring (sent to entire institution)	Office of Institutional Effectiveness	Placed on Institutional Research Website
<b>Community College Survey of Student Engagement (CCSSE)</b>	Mid Spring (in odd numbered years)	Office of Institutional Effectiveness	Reported to ISPC and COTW and posted on IR website.
<b>Evaluation of Effectiveness of Strategic Planning Committees</b>	Late Spring	Strategic Planning Committees; ISPC	Committees present to ISPC and minutes posted on ISPC Website
<b>Memorandum from College President</b>	Late Spring	College President	By email on nor-all distribution list
<b>Annual Instructional Program Reviews Submitted (Comp PR on four-year rotation)</b>	March (draft) May (final)	Program Review and Assessment Committees review and evaluate	Posted on Norco College Program Review website
<b>Assessment of the Evaluation Procedures</b>	2 <sup>nd</sup> & 4 <sup>th</sup> year of strategic plan	ISPC & All Committee Co-Chairs	Results reviewed by ISPC and summarized in Annual Report of Evaluation Cycle
<b>Administrative and Student Services Program Reviews Submitted</b>	Summer	Area Vice Presidents	Posted on Norco College Program Review website