
Action Project

Integrate and Communicate a Strategic Planning Process

Annual Update: 2006-09-12

A. Describe the past year's accomplishments and the current status of this Action Project.

A new planning model was created that shows both a strategic planning cycle and an annual operation planning cycle. The model reflects the action step, who is responsible, who is involved, and when it is to be completed. The model includes action items for the review of data, progress, and recommended changes and improvements. The College has delayed re-visiting its mission and vision statement until 2007. The Executive Leadership of the college will be responsible to implement the strategic plan. The Executive Leadership will work with all faculty and staff to communicate the plan and implement the annual operational plans with the budget cycle that will support the overall strategic plan.

Review (10-11-06):

The project has resulted in a new planning model for SJC. The strategic plan and operational plans will be communicated by the Executive Leadership. SJC has delayed work on the mission and vision.

B. Describe how the institution involved people in work on this Action Project.

During the development of the model, several presentations were made to college faculty and staff for feedback and to integrate their input into the cycle. The model was presented to the Governing Board, two college-wide presentations to faculty and staff, and is posted on the College's Internet site. A planning committee was formed to develop the 2006-2011 Strategic Plan. The group utilized information from student groups, community groups, and other stakeholders. The plan has been approved by the Governing Board and has been published and circulated widely. The plan has been presented at campus-wide functions.

Review (10-11-06):

Broad-based involvement is evident in this project and is a principle of high performance organizations. It will provide for better ownership of the process. San Juan College has been intentional about the communication of this project, a strategy for building a quality improvement culture.

C. Describe your planned next steps for this Action Project.

The process is an annual cycle that will be communicated college-wide and followed during the next year. Periodic progress reporting to the college staff will be published. At the end of the year, the Executive Leadership will review the process and make any necessary adjustments to the cycle.

Review (10-11-06):

Agility is built into the planning process, another principle of high performance organizations. By making the process annual, the College will be able to be responsive to data and trends instead of being locked into a plan that may no longer fit needs. Again, communication is embedded into the process and this will help ensure success.

D. Describe any "effective practice(s)" that resulted from your work on this Action Project.

SJC is constantly improving its annual operating cycle and planning to support the strategic plan for the college and to integrate the planning with the operational budget. With each annual cycle, we see improved results and greater participation college-wide from all the staff and faculty. All employees are informed and are involved in the budget process.

Review (10-11-06):

Hopefully SJC is measuring these results and they will be reported in the regular, planned communications. By involving everyone in the planning and budgeting processes, SJC is empowering people. SJC is commended for the respect and trust they show for individuals.

E. What challenges, if any, are you still facing in regards to this Action Project?

Iterations of the annual cycle will add more detail and require more information in planning. This will require additional training each year. The planning cycle will be incrementally implemented, allowing all faculty and staff to become familiar with the process. Additional requirements will be added in future years. As staff becomes familiar with the process, it will become a normal part of operations.

Review (10-11-06):

SJC is committed to making this process standard operating procedure. They are making good progress toward their stated goals, learning along the way, and nurturing a culture of quality improvement with this project.

F. If you would like to discuss the possibility of AQIP providing you help to stimulate progress on this action project, explain your need(s) here and tell us who to contact and when?

Review (10-11-06):