



The primary intent of the operational plan is:

All unit/divisions will create an operational plan which identifies one or more areas of improvement/enhancement and/or increase/decrease level(s) of service to students/institution/community that is within their job scope/function and duties.

Operational Planning Assumptions

1. All units/divisions will create an operational plan.
2. All units/divisions will create a brief statement that describes their overall function/scope of work.
3. All units/divisions will identify one or more goals/objectives within their unit/division with regards to their function/scope of work that they attempt to improve, enhance, modify, expand and/or decrease.
 - Unit goals/objectives will be linked to one or more College Strategic Goals/Objectives
 - Each plan must address at least one or more of the President's High Priority identified goal/objective.
4. All units/divisions will identify and list one or more strategies/activities they will implement to meet or achieve each of stated unit/division goals/objectives.
5. All units/divisions will develop a statement of how they plan to measure and/or assess the overall effectiveness or progress of their operational plan.
6. All units/divisions will create a statement of how their plan will positively impact student learning and success.
7. Not all operational plans will be tied to a specific budget request as not all plans require additional dollars to operate.
8. A link to a budget request is necessary if the operational plan goals/objectives stated require additional dollars above and beyond their basic/minimum budget request required to operate their unit/division. This would include those items that are categorized as "Optimal Operations" and/or "Dream Operations".
9. All operational plans will be reviewed by the appropriate Vice President/Dean/President and Strategic Plan Steering Team (SPST).