



College Committee

3-Year Plan

Insert Committee Title

Date Submitted to PBC:

Approved by PBC:

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Purpose

College Committee 3-year plans play an essential function in college-wide planning. They are designed to organize, facilitate, and ensure participation of all college constituencies in college planning and decision-making. By providing expertise and insights into the specific actions the College should take to achieve its goals, committee plans help provide direction about how best to operationalize the strategic initiatives and strategies identified in the Education Master Plan (EMP) and Strategic Enrollment Management (SEM) Plan.

Committee Responsibilities

College Committees, representative of the four college constituency groups (faculty, classified, students, administration), are designated by the Planning and Budgeting Council (PBC). College Committees are responsible for developing, vetting, and monitoring the successful implementation of a PBC-approved 3-year plan on topics related to their area of expertise. College Committees are also encouraged to review and incorporate as appropriate Cañada College Annual (operational) Plans as they determine and help implement annual college priorities in their area of responsibility.

College Committee Proposed 3-Year Plan: Timeline

College Committee plans are vetted and approved at College Councils prior to being submitted to the Planning and Budget Council for approval in the spring semester prior to implementing the plan the following academic year. College Committees provide PBC an annual report on the Committee's 3-year plan in spring.

College Committee 3-Year Plan: Objectives and Actions

Objectives and actions in the Committee's 3-year plan support the college in achieving College Goals, related Strategic Initiatives, and Strategies identified in the Strategic Enrollment Management Plan.

(Visit <https://www.canadacollege.edu/prie/canada-collaborates.php> to review College Goals, Strategic Initiatives, and Strategies.)

College Planning Terminology:

- **“College Goals”** are identified in the college's Educational Master Plan. (Goal #1: Student Completion and Success, Goal #2: Community Connections, and Goal #3: Organizational Development).
- **“Strategic Initiative”** refers to the strategic initiatives supporting each of the three college goals as described in the EMP.
- **“Strategies”** refers to “strategies” identified in the Strategic Enrollment Management Plan.

A College Committee's 3-year plan contains the following central components:

- **Plan Objective(s):** Succinctly state what should be achieved.
- **Actions:** Identify actions in support of planned objectives the Committee itself will take or that it will take in collaboration with other college personnel, departments, services, community groups, councils, or others.
- **Responsible Party:** Identify Committee members or college personnel, departments, services, community groups, councils, or others the Committee will collaborate with in meeting the expressed, shared objective.
- **Timeline:** A timeline assists the Committee in strategically managing objectives and planning actions. While the Committee plan operates on a general 3-year timeline, objectives and actions may begin or finish at any point in the 3-year period, or these may extend as necessary into the Committee’s subsequent 3-year plan.

College Committee 3-year plans align with College Goals, related Strategic Initiatives, and Strategies (SEM Plan), as appropriate. Visit *Cañada Collaborates* <https://www.canadacollege.edu/prie/canada-collaborates.php> to review the Educational Master Plan and Strategic Enrollment Management Plan.

College Committee 3-Year Plan: Template

Committee 3-year plans may incorporate Committee-specific objectives in addition to those already described in the EMP Strategic Initiatives, and SEM Strategies. The 3-year plan is intended to be a useful, “easy” tool for College Committees to use in prioritizing areas of interest, identifying Committee objectives and actions, and documenting college progress.

Visit <https://www.canadacollege.edu/prie/canada-collaborates.php> to review College Goals, Strategic Initiatives, and Strategies.

EXAMPLE: (See attached “College Committee 3-Year Plan Template.”)

College Goal (in EMP): <i>Student Completion and Success</i>		
Strategic Initiative (in EMP), as applicable: <i>Develop Clear Pathways</i>		
Strategies (SEM Plan), as applicable: <i>Offer Degrees 100% online</i>		
Plan Objective #1: Complete a list of 100% online degrees and advertise widely		
Actions	Responsible Party	Timeline
1. Compile a list of courses and degrees online	DE coordinator consults with PRIE. Collects course and degree data for Committee review and planning	Spring 2021

2. Visit iDeans, departments, divisions as necessary	DE coordinator and ASLT dean consult with deans and departments about curriculum and scheduling	Fall 2020 and Spring 2021
3. Review timeline and guidelines for application to online college	De coordinator, ASLT dean, and Committee members	Fall 2020, November meeting
And so on . . .		

Annual Summary of Progress

The “Annual Summary of Progress” may be a one-page report submitted to PBC or presented in person. The report updates PBC on progress the college (and Committee) has made in meeting the Committee’s plan objectives.

Baseline Metrics: College Scorecard

All Committees regularly review the College Scorecard metrics pertinent to the purpose of their Committee. Committees should identify metrics or other measures to help it track the College’s progress in meeting planned objectives in support of college goals.

For example, considering the Committee’s plan objectives, what is important to measure? How will the College know if the objectives of the plan have been achieved?

Equity Measures

Where applicable, metrics used to establish baseline measures for successful outcomes should be disaggregated by student population and student type to ensure that no sub-population of Cañada students is disproportionately negatively impacted. Or if a sub-population is negatively impacted in the baseline data ensure the College is able to determine whether improvements have been made over the life of the Plan. The Office of Planning, Research & Institutional Effectiveness (PRIE) will assist each Committee with identifying, tracking and evaluating metrics.

Appendix A: College Committee 3-Year Plan Template

See attached.