

Outline of University Planning

Midgarden, 09-16-04

Process to link planning in the VP areas with the **University Planning and Budget Committee** charge relative to developing the MSUM Work Plan, and to link effectively planning, budgeting, and institutional effectiveness and student learning outcomes assessment.

1. Each vice president prepares a *Master Work Plan* using the Chancellor's Strategic Plan as the framework and integrating the various university plans. (Academic Affairs 2004-2009 is attached only as an example). [Someone would need to prepare one for the areas that report to the President: athletics, university advancement, etc. This person will be referred to in the following as the President's Designee, PD.]
2. At a set series of budget and planning meetings during the late spring and summer, *Master Work Plans* are presented to and discussed with the **University Planning and Budget Committee**, with presenters (PD/VPs) outlining the year's annual priorities for their respective units. The *Master Work Plans* should be on the university web page for at least 2 weeks prior the presentations so that the university community has an opportunity to comment.
3. The **University Planning and Budget Committee**, in the context of the university mission and the MnSCU system priority directives for the year, discusses the relative merits of the priorities, acting as informed representatives of the constituencies from which they come.
4. The President's Administrative Team prepares their annual goals in the context of the unit's *Master Work Plan*, taking into consideration the discussion described in Item 3. Some units might decide to incorporate other goals as well.
5. Having heard and considered the presentations, the collected university feedback, and the **University Planning and Budget Committee** discussions, the President determines the initiatives that will comprise the MSUM Work Plan he will present to the Chancellor.
6. The President may decide to allocate one-time or ongoing resources for MSUM Work Plan items, or he may charge the VPs to internally reallocate necessary funds to reach desired outcomes.
7. The MSUM Work Plan is put into the form that shows who is responsible for what, and so on.
8. PD/VPs may be asked to provide updates to the **University Planning and Budget Committee** during the course of the year, and shall prepare mid-term progress updates for the 6-month mandatory report to the Chancellor, which will be distributed to the **University Planning and Budget Committee**.
9. After Spring Commencement and before the final mandatory reporting deadline to the Office of the Chancellor, the PD/VPs prepare annual reports delineating accomplishments and/or

progress made relative to their *Master Work Plans*. Copies are posted on the website, and presentations are made to the **University Planning and Budget Committee**.

10. The President uses the report, in part, when he evaluates his administrative team. VPs follow suit with their direct report evaluations.
11. These evaluations of divisional institutional effectiveness, as well as emerging needs and new priorities, become the basis of the preparation of subsequent divisional *Master Work Plans*.
12. The above process replaces the current University Institutional Effectiveness Plan, and the current Institutional Assessment and Effectiveness Committee is reconfigured as an Assessment of Student Learning Outcomes Committee, with the college associate deans as core members. The associate deans will be charged with primary responsibility to lead, monitor, and support the college instructional assessment programs.
13. The University website devoted to **Planning, Budgeting and Institutional Effectiveness** shall have a prominent position on the MSUM homepage.

Edited 12-02-04 after initial UPBC presentation