

## 4.2 Strategic Planning Policy

### A. References:

1. Board of Regents Policies, Chapter 4, Planning
2. UH System-wide Executive Procedures E4.201
3. UH System-wide Administrative Procedures, A4.000

### B. Background and Purpose

The primary decision-making document for Windward Community College (WCC) is the Strategic Plan. For many years, consistent with BOR policy, WCC created Academic Development Plans (ADPs). These plans were focused on the credit curriculum and programs of the college. In 2002, in conjunction with development of a UH system strategic plan and a community college system strategic plan, WCC converted its existing ADP into a plan with strategic action goals and directions. In 2004, with extensive work, that plan was further developed to add resource needs and strategic priorities.

In 2005, the accreditation commission helped the college to see that the plan was still lacking in that it had not been originally based on empirical data and program review. Therefore, beginning in summer of 2005, the administration began the process of validating the plan using data and reports. That process continues at the time that this policy is being promulgated. In the future, the strategic planning group will convene annually for the purpose of updating the strategic priorities based on new program review data and other current facts. The updated Plan will be broadly disseminated and shared with the budget committee and the administration. This plan will continue to form the foundation for all college decision-making.

### C. Procedures

Each year the Strategic Planning Committee will convene to review the Strategic Plan. They will receive the Annual Assessment Reports from all of the programs, as well as those Program Reviews completed in the previous year. Using the reports provided, the committee will affirm or modify strategic priorities and the resource needs. In addition, the committee will monitor the progress that the college has made toward meeting its stated action goals.

Once the plan has been updated, it will be disseminated to the entire college, including the Budget Committee and the administration, for use in budget development, staffing and decision-making.

### D. Timeline

Strategic Plan updates: Annually, January to December  
Plan to College, Budget Committee and Administration: January

Complete new plan development will begin in January 2009 for completion in December 2010.

E. Responsibility:

It is the responsibility of the chancellor of Windward Community College to convene the Strategic Planning Committee each January and to assure that the plan update process and plan dissemination takes place. It is also the chancellor's responsibility to ensure that the plan is used for setting college priorities and for making budget and staffing decisions.

F. Effective date: September 15, 2005