

Modesto Junior College

Chart of responsibilities related to planning sorted by date and responsible party

See the *MJC Operational Road Map for 2008-2009* for greater detail

Tasks to be completed no later than....	President	President, 3 VPs AS President & President Elect	Planning & Budget	Accreditation/ Institutional Effectiveness	Research Office
August 21					Prepare and distribute <i>MJC Institutional Effectiveness Report 2008</i> Prepare and distribute an executive summary of the report
August 25		Lead college-wide dialogue on the streamlining of the MJC committee structure			Email one fact from above report each week college-wide
September 1	In collaboration, prioritize a realistic number of goals/objectives from the <i>MJC Strategic Plan 2008-2015</i>				
September 9		Prepare and circulate draft document describing MJC planning process and procedures and planning calendar			

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September 15	<p>Circulate the draft of the prioritized goals/objectives college-wide</p> <p>Ensure that office staff prepare a template for the minutes of standing committees and monitor the posting of minutes within a week of meetings</p>	<p>Ensure matrices that connect college/district plans and college plans are completed</p>			
September 29	<p>Distribute final 2008-2009 strategic goals/objectives</p>	<p>Finalize planning document</p> <p>Finalize the streamlining of the MJC committee structure</p>	<p>Develop procedures that link program reviews and strategic goals to resource allocation</p> <p>Develop, circulate, and finalize operational definitions for student services and instructional program reviews</p>		<p>Develop, circulate, and finalize operational definitions for student services and instructional program reviews</p>
October 6		<p>Finalize and distribute <i>Decision-Making at MJC 2008-2010</i></p>			

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September-October		Review template for the year-end status report that will report on the college's work on the strategic goals/objectives and student learning outcomes		Develop template for the year-end status report that will report on the college's work on the strategic goals/objectives and student learning outcomes	Develop template for the year-end status report that will report on the college's work on the strategic goals/objectives and student learning outcomes
September - December		Conduct study sessions on institutional effectiveness in - Administrative Council - Academic Senate - Curriculum Committee - Planning and Budget Committee - Accreditation/ Institutional Effectiveness Develop template for future institutional effectiveness reports			Develop template for future institutional effectiveness reports

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February – April		Prepare template for 2008-2009 status report		Prepare template for 2008-2009 status report	Prepare template for 2008-2009 status report
April 2009		Distribute 2008-2009 status report Conduct study sessions on the status report in the groups identified above	Evaluate the process for allocating resources based on program reviews and the college's strategic goals/objectives	Distribute 2008-2009 status report Evaluate the <i>MJC Institutional Effectiveness Report 2008</i> Evaluate the data elements included in the 2008-2009 status report Evaluate the program review process	Distribute 2008-2009 status report Prepare and distribute an executive summary of the status report