

PLANNING CALENDAR

Planning Units	JULY	<ul style="list-style-type: none"> • Assessment of Outcomes, Institutional Goals and Objectives • Listing of all accomplishments for past year submitted
Planning Office	SEPTEMBER	<ul style="list-style-type: none"> • Develop and administer an Environmental Scan • Prepare feedback document for each planning unit/division • Begin collecting and compiling data for the IE Plan, Institutional Fact Book and Fact Sheet
Planning Committee Planning Office Planning Committee Planning Office	NOVEMBER	<ul style="list-style-type: none"> • Meet to determine internal/external factors • Conduct a Planning Retreat • Develop planning assumptions from internal/external factors • Determine strategic areas of emphasis and present to Planning Team • Complete the <i>Institutional Fact Book, IE Plan</i> and submit to Trustees for approval • Complete and distribute the <i>Fact Sheet</i>
Planning Committee Planning Office	DECEMBER	<ul style="list-style-type: none"> • Review and evaluate follow-up plan for previous un-reached goals • Provide feedback to departments
Planning Units/Divisions Planning Office	JANUARY	<ul style="list-style-type: none"> • Develop outcomes, goals for next year; these must be linked back to BCC=s Mission/Purpose Statement goals, to NCCCS goals, and to the previous determined planning assumptions • Mid-year departmental meetings to evaluate progress towards goal accomplishment
Planning Units Planning Units All Bladen	FEBRUARY	<ul style="list-style-type: none"> • Immediate needs listing for equipment, personnel, facilities and include a priority list • Five-year needs projections listing for equipment, personnel, facilities • Distribute the Mission/Purpose Statement campus wide for review
Vice Presidents Planning Office	MARCH	<ul style="list-style-type: none"> • Budget requests turned into the Business Office
Planning Office Planning Office	APRIL	<ul style="list-style-type: none"> • Review the (possibly revised) Mission/Purpose Statement to Planning Team • Submit the (possibly revised) Mission/Purpose Statement to the Trustees for approval
Planning Office	MAY	<ul style="list-style-type: none"> • Prepare feedback for president and vice presidents (survey response information and other data) • Conduct feedback meetings with departmental staff (survey response information and other data)

Revised: September 2006

SURVEY CALENDAR

Month	Administered to:	Survey Type
February	Students only	Exit survey to students who were with BCC in the fall and did not return in the spring.
March	Full-time faculty only	Full-time Faculty Survey
April	Students only	College Climate Survey
	All Faculty and Staff	Institutional Effectiveness Evaluation
May	Students only	Graduate Survey
July	Staff Only	Non-Instructional Staff Survey
August (Every two years)	All Faculty and Staff	President Evaluation
	All Faculty and Staff	Vice President's Evaluation
October	Students only	Exit survey to students who were with BCC in the spring and summer and did not return in the fall.
November	All Faculty and Staff	Annual Services Review Survey

Revised: 08/03/06