

PLANNING CALENDAR

Planning Units	August	<ul style="list-style-type: none"> Develop outcomes for this year (linked to BCC's mission statement goals, to NCCCS goals, and to the previous determined planning assumptions or outcomes that were not met)
Planning Office	September	<ul style="list-style-type: none"> Administer an environmental scan (internal/external factors) (every 5 years) Begin collecting and compiling data for the IE plan, fact book and fact sheet
Planning Team Planning Units	October	<ul style="list-style-type: none"> Discuss internal/external factors from the environmental scan Develop planning assumptions based on external/internal factors
Planning Office	November	<ul style="list-style-type: none"> Review and evaluate follow-up plans for previous unmet goals Complete and distribute IE plan, fact book and fact sheet to appropriate personnel.
Planning Units	February	<ul style="list-style-type: none"> Compile a prioritize list for travel, supplies, equipment, personnel and facility needs Five-year needs projections including equipment, personnel, and facilities Distribute the mission statement campus-wide for review every two years
Planning Units IE Committee	March	<ul style="list-style-type: none"> Business office provides information needed for the budget process Review the mission statement and submit to the board of trustees for their approval
IE Committee Planning Office	April	<ul style="list-style-type: none"> Prepare survey results and feedback for president and vice presidents Conduct departmental meetings to discuss survey results and feedback
Planning Units/Divisions	May	<ul style="list-style-type: none"> Assessment of outcomes, institutional goals and objectives Mid-year departmental meetings to evaluate progress towards goals accomplished Listing of all accomplishments for past year submitted to the president and IE office's
Planning Office	June	<ul style="list-style-type: none"> Conduct a planning retreat Develop institutional goals (two-year plan)

Revised: March 2011

SURVEY CALENDAR

Month	Survey Type	Administered to:
March	Annual Services Review	All Faculty and Staff
April	College Climate Survey	Students only
May	Graduate Survey	Students only
October	Exit Survey to students who attended BCC in the previous fall and did not return this fall.	Students only

Revised: April 2011