

## Northeast State Community College 2021-2022 Strategic and Technology Planning/Budget Calendar

The following calendar outlines Northeast State’s ongoing, comprehensive, and integrated research-based planning and evaluation processes. These processes are designed to ensure the institution - and its component units and academic programs - 1) focuses on institutional quality and effectiveness, and 2) systematically reviews its mission-related goals and outcomes. The calendar is based upon [NeSCC Policy 01:12:00, Strategic Planning and Continuous Improvement Process](#). Northeast State’s Cabinet, which meets biweekly, acts as the Executive Committee for the Strategic Planning Committee. This provides ongoing opportunities for continuous improvements in the College’s strategic planning and effectiveness initiatives and related processes. Additionally, the full Strategic Planning Committee meets bi-annually and can be called to meet, as necessary, at any time throughout the year.

Due Date*	Activity
July 2021 – June 2022	<b>1. Academic Program Coordinators and Unit Managers:</b> A. Implement planning and effectiveness process, as outlined in Section 1 of <a href="#">NeSCC Policy 01:12:00</a> (and as detailed below). B. Engage applicable academic program or unit employees in planning and effectiveness processes.
July 2021 – June 2022	<b>2. Strategic Planning Committee:</b> Implement planning and effectiveness processes, as outlined in Section 2 of <a href="#">NeSCC Policy 01:12:00</a> (and as detailed below).
July 2021 – June 2022	<b>3. Strategic Planning Executive Committee (Cabinet):</b> Implement planning and effectiveness processes, as outlined in Section 3 of <a href="#">NeSCC Policy 01:12:00</a> (and as detailed below).
July 2021 – June 2022	<b>4. Tennessee Board of Regents:</b> As outlined in Section 4 of <a href="#">NeSCC Policy 01:12:00</a> , set Northeast State’s overall strategic direction and review/approve revisions to its mission, as applicable.
July 2021 – June 2022	<b>5. Primary Assessments and Reports (PAR)-Responsible Areas:</b> (Refer to the PAR, available on the Research, Analytics, and Planning Web page/ <a href="#">Assessments, Reports, and Surveys link</a> ) to determine if you are responsible for one or more assessments or PAR-reports. A. Conduct 2021– 2022 assessments, analyze results, and implement continuous improvements (as appropriate). B. Provide minutes, results, and action plans to Research, Analytics, and Planning for filing of documentation. Contact <a href="#">Karen Johnson</a> for more information. C. Provide updates for any previous-year PAR-related improvements, as appropriate.
Aug. 30 – Sept. 24, 2021	<b>6. Unit Managers:</b> A. Review and finalize 2020 – 2021 Major Accomplishments, to include academic program major accomplishments (via <a href="#">Strategic Planning System</a> ). B. Review and finalize 2021 – 2022 unit planning expected outcomes (via <a href="#">Strategic Planning System</a> ). C. Review and revise (as appropriate) the unit’s <i>Statement of Purpose</i> (via <a href="#">Strategic Planning System</a> ). D. Review the home page of the Strategic Planning System for additional requirements other than those listed, above E. Submit revisions through the chain-of-command to the supervising vice president (or president, if the unit is a direct-report) for approval. F. Certify completion of Steps 6.A – 6.E (via <a href="#">Strategic Planning System</a> ).

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Aug. 30 – Nov. 30, 2021	7. <b>Marketing:</b> Develop and publish 2020 - 2021 Annual Report.
Sept. 2021	8. <b>Strategic Planning Executive Committee (Cabinet):</b> A. Review master plan and related projects for any necessary revised budget requests for 2021 – 2022. B. Review 2021 – 2022 PAR status report, as provided by the Office of Research, Analytics, and Planning. Make recommendations for improvements in processes and/or assessments, as appropriate, and notify PAR-responsible areas of any updates. <b>THEC Workforce Training/Contact Hours Report – Due September 17</b>
Sept. 7 – Oct. 5, 2021	9. <b>Strategic Planning Executive Committee (Cabinet):</b> Review progress and completion of Steps 6.A – 6.F, above, implementing continuous improvements to facilitate compliance, as appropriate.
Sept. 7 - 24, 2021	10. <b>Academic Program Coordinators:</b> A. Review and finalize 2021 – 2022 student learning outcomes (and administrative planning, if applicable, for the program) (via <a href="#">Strategic Planning System</a> ). B. Review and revise the program’s <i>Statement of Purpose</i> (via <a href="#">Strategic Planning System</a> ). C. Review the home page of the Strategic Planning System for additional requirements other than those listed, above D. Submit revisions through the chain-of-command to the academic dean for approval. E. Certify completion of steps 10.A - 10.D (via <a href="#">Strategic Planning System</a> ).
Sept. 7 - 24, 2021	11. <b>Academic Program Coordinators and Unit Managers:</b> A. Determine additional 2021 – 2022 budgetary needs required to fulfill unit’s stated goals and objectives (via <a href="#">Strategic Planning System</a> ).
Sept. 21 – Oct. 19, 2021	12. <b>Strategic Planning Executive Committee (Cabinet):</b> Review progress and completion of Steps 10.A – 10.E, above, implementing continuous improvements to facilitate compliance, as appropriate.
Sept. 24, 2021	13. <b>Academic Program Coordinators and Unit Managers:</b> Submit corresponding 2021 – 2022 revised budget requests through the chain-of-command. Ensure they are received in the Office of Finance by the due date (via <a href="#">Strategic Planning System</a> ).  <b>**Note:</b> The Office of Finance will accept budget revision requests <i>after</i> each unit has certified that it has completed the planning processes outlined in Steps 6.A – 6.F (and 10.A – 10.E, as applicable), above.
October 2021	14. <b>Office of Finance:</b> Submit FY22 October budget revisions to the State.
Oct. 1, 2021 – Feb. 18, 2022	15. <b>Academic Program Coordinators and Unit Managers:</b> A. Complete <u>preliminary</u> outcomes assessment for 2021 – 2022 unit and/or student learning objectives. Input preliminary results in the planning system (e.g., Actual Results and the Planned Improvements Based on Assessment Results.) (via <a href="#">Strategic Planning System</a> ). B. Develop <u>preliminary</u> 2022 – 2023 i. unit and/or student learning expected outcomes (i.e., Complete the section Expected Outcome Description through the section Minimum Expected Results for each outcome). (via <a href="#">Strategic Planning System</a> ). ii. budgetary requirements to achieve expected outcomes (via <a href="#">Strategic Planning System</a> ).

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	<p>C. Obtain approval of items entered in steps 15.A and 15.B, above, for the appropriate office:</p> <ul style="list-style-type: none"> <li>i. Academic Programs: Obtain approval from the supervising academic dean.</li> <li>ii. Unit Planning: Obtain approval from the supervising vice president (or president, if the unit is a direct-report).</li> </ul> <p>D. Certify completion of requirements 15.A – 15.D (via <a href="#">Strategic Planning System</a>).</p> <p><b>**Note:</b> The Office of Finance will accept the unit’s budget revision requests <i>after</i> it has certified that it has completed Step 15.D, above.</p>
Oct. 1 – Dec. 3, 2021	16. <b>Units:</b> Develop and submit unit Technology Plan, which is a part of the strategic planning process (via <a href="#">Strategic Planning System</a> ). After December 3, 2021, this document will be sent to the office of Information Technology for each unit.
Nov. – Dec. 2021	17. <b>Vice Presidents:</b> Evaluate mandatory and course-specific fees. Fee changes, if any, are to be presented to TBR in January.
Dec. 2021 - Jan. 2022	18. <b>Academic Program Coordinators and Unit Managers:</b> Assess outcomes of unit and student learning objectives and input mid-year update (via <a href="#">Strategic Planning System</a> ).
Dec. 2021	19. <b>Strategic Planning Committee:</b> Host mid-year meeting, making adjustments to strategy and course, as appropriate. Refer to <a href="#">NeSCC Policy 0:12:00</a>
Jan. 24 – Feb. 18, 2022	20. <b>Academic Program Coordinators, Office of Finance, and Unit Managers:</b> Office of Finance host budget manager training. The training will be mandatory for new budget managers, while being optional for budget managers that have previously participated in the process.
Feb. 4, 2022	21. <b>Technology Planning and Oversight Committee:</b> Assess and approve technology projects associated with units’ objectives/expected outcomes. Request revisions to unit plans regarding technology projects, as appropriate.
Feb. 11, 2022	22. <b>Technology Access Fee Committee:</b> Tentatively approve 2022 – 2023 Technology Access Fee projects associated with unit objectives/expected outcomes.
Feb. 14 – 28, 2022	23. <b>Academic Program Coordinators and Unit Managers:</b> Modify planning forms with regard to technology projects/items, as directed by the Technology Planning and Oversight Committee (via <a href="#">Strategic Planning System</a> ).
March 2022	24. <b>Strategic Planning Executive Committee (Cabinet):</b> Review 2021 – 2022 PAR status report, as provided by the Office of Research, Analytics, and Planning. Make recommendations for improvements in processes and/or assessments, as appropriate.
Feb. 28 – Mar. 25, 2022	25. <b>Unit Managers:</b> Present budget requests, which are tied to and support the institution’s strategic priorities, via the Strategic Planning Management/Budget Hearings.
Mar. 28 – Apr. 22, 2022	26. <b>Office of Finance:</b> Assess budget requests and formulate draft 2022 – 2023 budget. <b><i>*finalized dates to be determined based on timeline from the TBR</i></b>
April 2022	27. <b>Research, Analytics, and Planning Division:</b> Survey campus community to ascertain level of satisfaction with the Strategic and Technology Planning/Budget process.
April 25 – 29, 2022	28. <b>Cabinet:</b> Finalize proposed FY23 budget. <b><i>*finalized dates to be determined based on timeline from TBR</i></b>
May 2022	29. <b>Office of Finance:</b> Submit FY23 budget to the State.
May 2 – June 24, 2022	30. <b>Division of Information Technology:</b> Develop and submit 2022 – 2023 Technology Plan.

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June 2022	31. <b>Strategic Planning Committee:</b> Host end of academic year meeting, making adjustments to strategy and course, as appropriate. Refer to <a href="#">NeSCC Policy 0:12:00</a> . Additionally, assess 2021-2022 strategic and technology planning/budget survey results and refine processes, as appropriate.
July 29, 2022	32. <b>Academic Program Coordinators and Unit Managers:</b> Complete any outstanding outcomes assessment for 2021 – 2022 unit objectives, noting planned improvements based on assessment results ( <a href="#">via Strategic Planning System</a> ).