

Appendix C: COE Annual Strategic Planning Process

Starting Points

Colorado State University has adopted the annual strategic planning cycle described in Table 9C.1. This process integrates strategic planning and budgeting and concludes at the end of each fiscal year. Each year, strategic plans for colleges, units and the University are updated in the Fall Semester. These plans form the basis for the University budget process that occurs during the Spring Semester.

Table C.1 University Annual Strategic Planning Process	
Month	
September	Update college and division strategic plans
November	Annual update of University strategic plan, college and division plans
January	Budget workshop for guidelines, principles and procedures (AY'07: January 18, 2006)
February	Divisions submit budget presentation materials (AY'07: February 23, 2006)
March	All-day budget/planning hearings and presentations (AY'07: March 6, 2006); Cabinet retreat (AY'07: March 9, 2006)
April	Legislative deliberations; Open fora on budget priorities, physical development, university college/development campaign priorities (AY'07: April 2006)
May	Strategic priorities for next year presented to Board of Governors (BOG) within the draft budget
June	BOG provides feedback on priorities, finalizes budget Planning and Budget Process Concludes
July	Annual update on strategic plan accomplishments drafted, circulated for comment
August	BOG review strategic plan progress, provides direction for the following year

Given this planning and budget cycle, the College of Engineering has adopted the following schedule: (University deadlines are in **bold**).

Table C.2 Typical College of Engineering Strategic Planning Process	
Month	
April '06	Committee assignments for the following fiscal year are finalized
May '06	New committees meet with former committees and a preliminary charge is given; committees develop a meeting schedule for the following fiscal year
Summer '06	Strategic planning goals and final committee charges for the next fiscal year are determined
Fall & Spring '06	Committees review, revise and/or develop new strategic planning chapters and implement strategic plan
March & April '07	Committees present draft chapters to the Advisory or Executive Committee; discussion/input at the All College Meeting and in department meetings
May '07	Final chapters are submitted to the Dean
Summer '07	The Executive Committee works together to develop a revised strategic plan and

	an implementation plan; the implementation plan/agenda will include a list of goals for the next academic year
July '07	The COE Budget Office provides data for the previous fiscal year to update the plan.
August '07	Committees meet and are given a final charge
September '07	Update college and division strategic plans
November '07	Annual update of University strategic plan, college and division plans
Fall '07	Executive Committee works together to develop budget request for presentation at the Council of Deans retreat in January '08
January '08	Council of Deans Budget Retreat
June '08	BOG provides feedback on priorities, finalizes budget
Summer '08	Given budget information, departments are provided direction on searches that may be conducted during the '08/'09 academic year
Fall '09	Faculty begin their appointments
	Development of revised comparator analyses will be completed during even years.

The College of Engineering will adopt the following modified plan for our current budget/planning cycle. This process will result in an updated strategic plan during the Fall Semester (depending on deadline) and will be used in support of our January '07 budget request.

Table C.3 College of Engineering Strategic Planning Process – Current Cycle	
Month	
February '06	Strategic planning committees will be charged with developing or updating strategic planning chapters.
Spring '06	Committees review, revise and/or develop new strategic planning chapters; implement strategic plan
April & May '06	Committees present draft chapters to the Advisory or Executive Committee; discussion/input at the All College Meeting and in department meetings
May '06	Final chapters are submitted to the Dean
Summer '06	Executive Committee works together to develop a revised strategic plan and an implementation plan; the implementation plan will include a list of goals for the next academic year
July '07	The COE Budget Office provides data for the previous fiscal year to update the plan.
September '06	Update college and division strategic plans
November '06	Annual update of University strategic plan, college and division plans
Fall '06	Executive Committee works together to develop budget request for presentation at the Council of Deans retreat in January '08
January '07	Council of Deans Budget Retreat
June '07	BOG provides feedback on priorities, finalizes budget
Summer '07	Given budget information, departments are provided direction on searches that may be conducted during the '07/'08 academic year
Fall '08	Faculty begin their appointments
	This cycle will include completion of a revised comparator analysis. This will begin with the distribution of the next ASEE data set.