

Strategic & Operational Documents

Strategic Documents - planning tools to ensure specific points of guidance in the planning process.

Document Title	Components	Timing	Responsible Employee
Strategic Plan	Foundational – mission, vision, values, & purpose	Strategic planning is a 5-year process. The current plan will end in May 2026. A new planning process will begin in Summer 2026.	President & Empowerment Team
	Concept Map – themes & goals		
	*Implementation Plan – themes, goals, action items, stewards, KPIs		
Strategic Plan End-of-Year Report	Executive Summary	Due in early fall	President & Empowerment Team Lead
	Previous Year's Highlights		
	Progress and assessment of themes, goals, action items and KPIs		
Strategic Plan Full Cycle Review	Foundational – mission, vision, values, & purpose	Due at the end of 5-year cycle	President & Empowerment Team Lead
	Concept Map – themes & goals		
	Report on the achievement of the plan		
	Review of the effectiveness of the planning process		

*Internal document

Operational Documents - department level planning-related assessment demonstrating institutional effectiveness.

Document Title	Components	Timing	Responsible Employee
Annual Departmental Review – Academic Areas	Overview	Due mid-October	School/Division Level Leader
	Outcomes		
	Programs		
	Faculty – PD, Scholarship, & Productivity		
	Perceptions		
	Resources		
	SWOTs		
Annual Departmental Review – Non-Academic Areas	Overview	Due mid-October	Department Level Leader
	Programs & Processes		
	Professional Development		
	Resources		
	SWOTs		