

CLAS Strategic Planning Process Timeline

Departments Strategic Plan Milestone

<u>Due Date</u>	<u>Milestone</u>
9/11/19	Dean Communicates CLAS Expectations
9/23/19	DEOs Identify Department Representatives (DRs)
9/30/19	Dean Communicates CLAS Timeline and Reference Materials
10/4/19	DR and DEO Discuss Expectations and Gain Alignment on the DR Role
10/4/19	DR Review Timeline and Reference Materials in Preparation for the Kickoff
10/7/19	CLAS Strategic Planning Process Kickoff Meeting and Training (A.D.'s, CSC, DRs, and Admins)
10/8/19	Admin Strategy Process Support Training (ASG Meeting)
Phase I	
10/18/19	DR Complete Template 1 (Areas of Opportunity & Focus Summary) and Template 2 (Strengths-Weaknesses-Opportunities-Threats (SWOT) Matrix for Department
10/25/19	DR Conduct Department Listening Sessions (Template 3) to Gain Feedback on Areas of Opportunity & Focus Summary & SWOT Matrix
11/8/19	DR Collaborate with Department Shared Governance Bodies to Gain Feedback on Areas of Opportunity & Focus Summary & SWOT Matrix
11/8/19	DR (Where Appropriate and Optional) Review Current Department/Divisional Strategic Plans and Reflect on Progress and Impact
11/15/19	DR (Where Appropriate and Optional) Collect SWOT Matrix on Key Programs/Areas within the Department
11/15/19	DR Submit to the CSC and the Dean Their Department SWOT Matrix
11/27/19	DR Receive Feedback on Their SWOT Matrix from the Dean and the CSC
12/13/19	DR Submit to the CSS Their Department Strategic Plan Goals (Template 5)
Phase II	
2/7/20	DR's Create First Draft of Departments Strategic Plan (Template 6)
2/21/20	DR's Conduct Department Listening Sessions to Gain Feedback on First Draft of the Department Strategic Plan
2/28/20	DR's Collaborate with Department Governance Bodies to Gain Feedback on First Draft of the Department Strategic Plan
4/10/20	DR's finalize Their Strategic Plan and Distribute Where Appropriate
(May 2020)	DR's Create Draft Near Term Goals for 2021 -2022 (Template 7) Aligned to Department Strategic Plan & Distribute as Appropriate