

**Action Project #1
Annual Update 2005
“Construct and Implement a Dynamic Institutional Planning Process at Central
Arizona College”**

A. In the past year, what have you accomplished on this Action Project? What is its current status?

This past year CAC focused on continued implementation and revision, as deemed appropriate, of the planning process. Below is a brief description of the work accomplished for the Action Project this year:

- Continued dissemination of Strategic goals to internal and external stakeholders. Strategic Goals were disseminated and presented to new employees. In addition the Strategic Goals were disseminated and discussed at various community and stakeholder meetings.
- 100% of Operational Plans reference Strategic goals and appropriate objectives. All objectives for 2005-2006 operational plans required the identification of at least one of CAC’s Strategic Goals along with related purpose, impact and benefit.
- 100% of Budgets reference Strategic Goals and appropriate objectives. All requests for 2005-2006 allocations required the identification of at least one of CAC’s Strategic Goals along with related purpose, impact and benefit.
- Continued implementation of *Planning and Performance Systems Update (PPSU)*. The focus of the PPSU is to assure all aspects of CAC’s planning and action are incorporated into the Operation Plans and Budget Process. Five specific questions are to be responded to on a quarterly basis by all departments of the College (via the Vice Presidents), benchmarking the progress to date in implementing the tenets of the approved Strategic Plan.
- Completion of revised Learning College Survey. Measures change process towards becoming a Learning College. Results were used to identify opportunities for improvement.
- Utilization of Systems Appraisal to identify opportunities related to the planning process.
- Preliminary review of 2003-2008 Strategic Goals. In response to serving a growing community, the institution began a review process of the Strategic Goals.

B. How did you involve people in your institution in your work on this Action Project?

- Various community and stakeholder groups were included in discussion related to Strategic Goals.
- Development of Unit Operational Plans and Budgets relied upon participation and feedback from all employees. As part of this, employees were engaged in tying goals, objectives and budget requests to the Strategic Goals.
- Quarterly PPSUs served as a communication tool to inform institution of progress.
- Systems Appraisal was reviewed by Quality Council, a broad institutional committee charged with driving Quality Initiatives at CAC.

- Several community and stakeholder focus groups were held to obtain information on community needs.

C. What are your planned next steps on this Action Project?

The processes developed as a result of this Action Project have become to be institutionalized. Regular review and revision of these processes have become to be part of regular business of the college. Therefore, this Action Project will be retired as of October, 2005. However, CAC has identified some opportunities related to planning and has plans of declaring Action Projects to address these opportunities.

D. Has your work on this Project resulted in an “effective practice” of which you are proud and that we could share with the broader higher education community? If so, describe the practice.

None at this time

E. What challenges or problems, if any, are you still facing with regard to this Action Project?

A challenge that CAC will continue to address directly related to using the Strategic Goals to develop operational plans and budgets. While the current planning and budget processed require all operational objectives and budget requests to be linked to a Strategic Goal, in many cases these objectives and requests are written first, and then linked to the Strategic Goal that is “appears” to fit. The College recognizes that this is not true strategic planning. One solution we are developing is the development of an Employee Development module that will provide training on how to develop operational plans and budgets utilizing Strategic Goals.

Optional Question: If you would like to discuss the possibility of AQIP’s providing you with help to stimulate progress on this Action Project, explain you need here and tell us whom to call, and when.

No assistance is needed at this time. Thank you