

## **STRATEGIC PLANNING**

### Policy:

Pearl River Community College will utilize an institutional Strategic Plan as a general process to develop and maintain college goals, purpose, and direction.

### Procedure:

This ongoing plan which provides the structure to assess institutional effectiveness is reviewed at least annually and revised as needed. The process used in its development is institution-wide and based on research, planning, and evaluation. The results of this plan are demonstrated by continuous improvements being made college-wide and by accomplishing the mission of the College.

The Strategic Plan committee structure is as follows:

- Section I      Administrative Council/Management Committee is chaired by the President. Its members are the Vice President for Instruction, Dean of Business Services, Dean of Student Services, Director of Development Foundation and Alumni Association, Director of Recruitment and Orientation, Director of Public Relations, Chief Planning Officer, Chief Technology Officer, Dean of Forrest County Center, Director of Career and Technical Education Programs (Poplarville), Director of Workforce Education, Director of Admissions, Director of Financial Aid, Director of Extended Education and Instructional Design, Director of Physical Plant, Director of the QEP, Director of Hancock Center, Director of Athletics, President of the Faculty Association (Poplarville Campus), and President of the Faculty Association (Forrest County Center).
- Section II      Planning and Effectiveness Committee is chaired by a faculty member appointed by the President. Its members are the Vice President for Instruction, Chief Planning Officer, Institutional Research Specialist, Director of Hancock Center, eight faculty representatives, and others as appointed by the President.
- Section III     Policy and Procedure Committee is chaired by the Vice President for Instruction. Its members are the Dean of Student Services, Dean of Business Services, Dean of Forrest County Center, Director of Career and Technical Education Programs (Poplarville), Chief Planning Officer, the Student Government Association President, seven faculty representatives, two staff members, and others as appointed by the President.

- Section IV Fiscal Management Committee is chaired by the Dean of Business Services. Its members are the President, Vice President for Instruction, Dean of Student Services, Dean of Forrest County Center, and Director of Career and Technical Education Programs (Poplarville).
- Section V Instructional Council is chaired by the Vice President for Instruction. Its members are the Dean of Forrest County Center; Director of Career and Technical Education Programs (Poplarville); an Academic Counselor; Director of Admissions; Director of College Libraries; Director of Counseling, Advisement, and Placement Center; the Director of Extended Education and Instructional Design; Director of Nursing Education; nine faculty representatives; and others as appointed by the President.
- Section VI Professional Development Committee is chaired by a faculty/staff representative appointed by the President. Its members are the Institutional Research Specialist, Vice President for Instruction, Director of Career and Technical Education Programs (Poplarville), Chief Planning Officer, Director of Hancock Center, three faculty representatives, one staff member, and others as appointed by the President.
- Section VII Student Services Committee is chaired by the Dean of Student Services. Its members are the Recruiter/Assistant Student Activities Coordinator, Intramural Coordinator, Assistant Coordinator of Intramurals, Director of Financial Aid, Director of Admissions, three faculty representatives, and others as appointed by the President. Members also include the President, Vice President and Secretary of the Student Government Association.
- Section VIII Workforce Education Committee is chaired by the Director of Workforce Education. Its members are the Director of Adult Education Services, Workforce Training Project Manager, WIN Job Center Computer Instructor and Technician, Dislocated Worker Program Coordinator, Industrial Maintenance Training Specialist, GIS Training Manager, Construction Equipment Operation Instructors, Workforce and Economic Development Specialist, Utility Lineman Instructor, Commercial Driver's License Instructor, Leadership Development, Workforce Accountability and Transcriptions, and Secretary to Workforce Education.

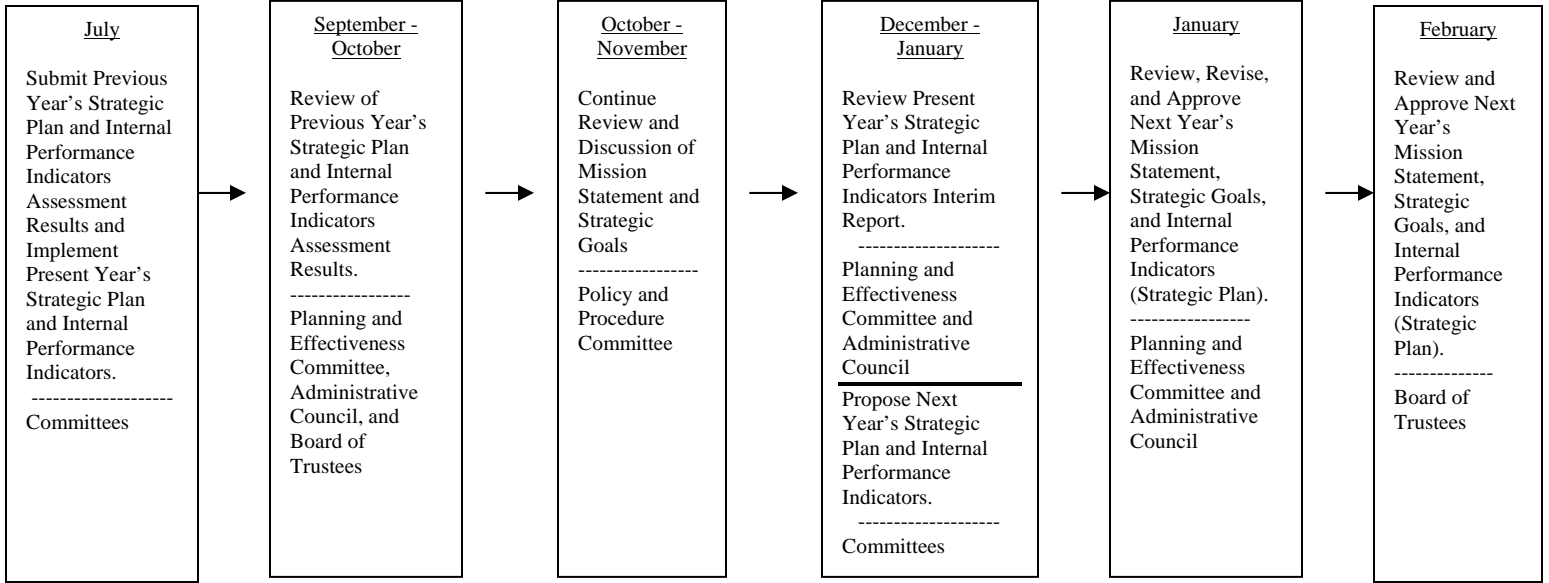
## REVIEW, REVISION, AND EVALUATION PROCESS

Annual steps in the review, revision, and evaluation process are as follows:

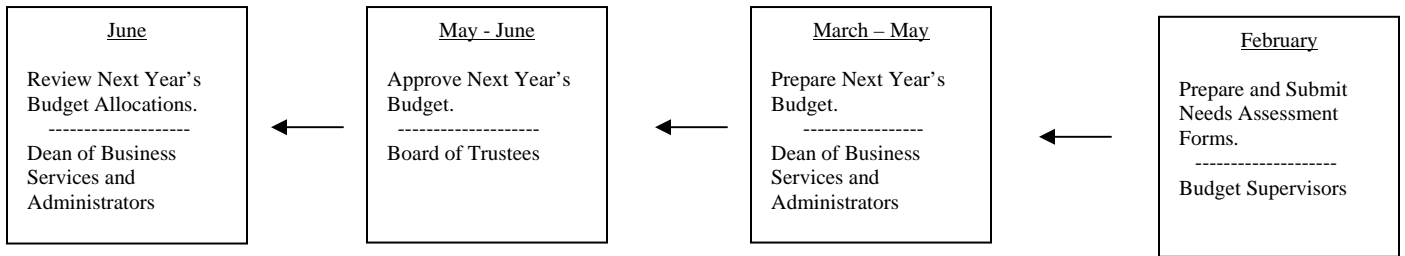
- Step I            In December, the Planning and Effectiveness Committee and the Administrative Council review the current year's Strategic Plan (Mission Statement and Strategic Goals) and Internal Performance Indicators Interim Report.
- Step II            In December, committee chairs involved with strategic planning review and propose next year's Strategic Plan and Internal Performance Indicators.
- Step III           In January, the Planning and Effectiveness Committee reviews and evaluates the proposed Strategic Plan and Internal Performance Indicators for the next year and prepares recommendations.
- Step IV           In January, the Administrative Council reviews and evaluates recommendations from the Planning and Effectiveness Committee and submits recommendations to the Board of Trustees.
- Step V            In February, the revised Strategic Plan and Internal Performance Indicators document for next year is completed, and the Board of Trustees is requested to take formal action.
- Step VI           In February, the budget requests based on the Strategic Plan and Internal Performance Indicators are submitted to the Dean of Business Services.
- Step VII           In June, the Dean of Business Services and respective administrators review budget allocations as assigned to Strategic Goals and Internal Performance Indicators.
- Step VIII          At the end of the Fiscal Year, June 30, persons responsible for reporting accomplishments of the Strategic Plan and Internal Performance Indicators update the Interim Report with accomplishments from December to June.
- Step IX           Early in the Fall Semester, the Planning and Effectiveness Committee, the Administrative Council, and the Board of Trustees review the Strategic Plan and Internal Performance Indicators assessment results from the previous year.

**PEARL RIVER COMMUNITY COLLEGE  
ANNUAL PLANNING AND EVALUATION CYCLE**

**MISSION STATEMENT, STRATEGIC GOALS, AND INTERNAL PERFORMANCE INDICATORS (STRATEGIC PLAN)**



**BUDGET REVIEW PROCESS**



**DIVISION AND DEPARTMENT INSTITUTIONAL EFFECTIVENESS ASSESSMENT CHARTS**

