

Student Services School Level Planning Groups

For student services schools, each dean will establish a short-term School-Level Planning Group to meet during the fall school planning period based on the following charge and membership.

Charge

- Establish two separate meeting dates/times for the School Level Planning Group after the department plan/review deadline has passed and prior to the end of the fall term. All department plans/reviews, as well as the prior year's school plan, should be provided to all members prior to the first group meeting.
- Discuss progress made on the prior year's school plan goals, school-level metrics, and activities.
- Analyze service unit outcome data to inform progress toward goals and the potential development of new goals and activities.
- Identify which goals and metrics will continue and establish any new goals and metrics in alignment with the Strategic Plan and College mission. Goals and metrics may be synthesized from the department plans/reviews or continuations from prior school plans. The Dean may also determine the need for additional goals based on data or known Vice President priorities if and when they are absent from the department plans/reviews or the prior year's school plan. Any additional goals must be aligned with the Strategic Plan and shared for input and feedback from the school planning group.
- Establish a prioritization process to assist the planning groups in finalizing which activities will be recommended for inclusion in the school plan in support of each school plan goal. The prioritization process should take into consideration which activities may require resources and which do not require resources to move forward the goals.
- Based on the recommendations from the School Level Planning Group, the Dean will develop the draft School-Level Plan prior to the deadline established by the College Planning Council (for those planning groups with a faculty co-chair, the Dean should work with the faculty co-chair to draft the plan). A draft should be completed in time to be sent to the School Level Planning Group for a final opportunity for review and recommendations prior to submission.
- At the conclusion of the school planning process, the Dean will email the final school plan and resource request list to all departments within their respective areas. Any new goals that were added to the school plan and were absent from the department plan/reviews will be explained with a justification as a part of this communication. A rationale will also be provided to departments regarding any resource requests that were not prioritized for inclusion in the final school plan resource request list.

Membership for Counseling and Student Support Services School:

- Dean of Counseling and Student Support Services
- Faculty Co-Chair (selected by the school planning group from among faculty members listed below)*
- Manager of each department or program within the school
- Faculty coordinator of each program within the school
- Counseling Department Heads
- Articulation Officer
- 1 counseling faculty at-large
- 1 DSPS counseling faculty
- 4 classified staff at-large from within the school
- 1 student

*The faculty co-chair will also serve as a member of the Vice President-Level Planning Group in the spring

Membership for Enrollment Services:

- Dean of Enrollment Services
- Manager from each department within the school
- 4 classified staff at-large from within the school
- 1 student

Membership for Student Affairs School:

- Dean of Student Affairs
- Manager of each department or program within the school
- 4 classified staff at-large from within the school
- 1 student

Membership for Student Equity School:

- Dean of Student Equity
- Faculty Co-Chair (selected by the school planning group from among faculty members listed below)*
- Manager of each department or program within the school
- Matriculation Coordinator
- 1 counseling faculty from each special/categorical program within the school
- 4 classified staff at-large from within the school
- 1 student

*The faculty co-chair will also serve as a member of the Vice President-Level Planning Group in the spring