



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3051 MASTER ACTION PLANNING PROCESS

The Master Action Planning process consists of seven phases: (1) reviewing the functions of the College assigned by the Oklahoma State Regents for Higher Education; (2) updating the College's purpose, vision, and mission statements; (3) conducting an internal environmental analysis of programs and services, including measures of institutional effectiveness; (4) evaluating the external conditions that are projected to be present during the planning period; (5) developing the strategic plan for the five-year planning period based on the above analysis; (6) developing institutional goals and objectives; and (7) evaluating the Master Action Plan.

The planning process starts each year in the fall prior to the planning period. The President establishes the parameters and goals of the planning process; program faculty and staff identify environmental factors affecting programs and services; and an external environmental scan is conducted. Using the above information in the late fall, a strategic plan for the five-year period is reviewed and updated or is developed and institutional goals and objectives for the next fiscal year are written. These are used to develop unit budgets for the next fiscal year. Final approval of the Master Action Plan is obtained through the process of approving the official College budget.

Evaluation of the Master Action Plan is conducted on an annual basis. The final evaluation is published in the Annual Report prepared at the beginning of the next fiscal year. The purpose of the Annual Report is to present the accomplishments from the previous year and the plans for the coming year.

Effective Date: December 20, 1994