

PROCESS FOR STRATEGIC AND OPERATIONAL PLANNING AT KCC

1. A summit meeting will be conducted approximately every three years to create a strategic plan. The summit will include all employees, members of the board of trustees, and citizens. At this time, appreciative inquiry is the preferred model for conducting the meeting because of its focus on the positive.
2. Data useful for planning will be collected following a plan to measure institutional effectiveness. This information along with futuristic information will be incorporated into planning at all levels.
3. A campus operational plan will be developed each year to implement the strategic goals. Campus leadership will include in the draft operational plan, major goals that follow the goals of the strategic plan. The goals will be written to include a suggested method to measure completion or success. Each goal will be assigned to at least one college leader who is responsible for recruiting other employees to complete the goal. The draft operational plan may be written at a leadership retreat or at another appropriate meeting.
4. The draft of the operational plan will be forwarded to members of the board of trustees for their input. They can email their ideas to the president who will incorporate them into the draft plan. In addition, the draft plan will be forwarded to the AQIP steering committee who will also provide their input.
5. The operational plan will include these levels;
 - a. Strategic goal
 - i. Operational goal with success measures and assignment
 1. Action plan to accomplish the goal
6. The draft operational plan will be made available to college leaders who will work with their division or other appropriate employees to determine (and list on the draft document) actions that will accomplish the operational goal. The plan may be made available with Google applications software whereby everyone can view the most up to date version. The operational plan will guide planning at other levels in the organization.
7. After a reasonable time to complete the document it will be included in the college web site and distributed to employees as appropriate.
8. The progress towards completion will be evaluated by the College Administration Team. Innovative ideas included in action projects may be nominated for an innovation award presented by the president.
9. The plan will be used by campus leadership to create a budget and to guide the activities of the college as it moves in a strategic direction.