

UNIVERSITY OF MARYLAND EASTERN SHORE
Office of the President

STRATEGIC PLANNING PROCESS

**UNIVERSITY OF MARYLAND EASTERN SHORE
STRATEGIC PLANNING PROCESS (2003-2004)**

PRELIMINARY PHASE

BY JULY 15TH

ACCESS TO INTERNAL/EXTERNAL DOCUMENTS

- AAUP Survey Data
- Board of Regents Budget Report
- Enrollment Projections Environmental Scan
- Faculty Workload Analysis
- Institutional Profile
- Integrated Postsecondary Education Database System (IPEDS)
- Operational Plan
- Management for Results Data
- Middle States Accreditation Follow-up Reports
- Peer Performance Data
- UMES Master Plan
- USM Financial Statement
- UMES Statement of Mission, Vision and Values
- UMES Technology Plan
- UMES Working Budget
- *Other Relevant Planning Documents as requested*

**RESPONSIBLE OFFICE/
OFFICER**

**Institutional Research
Administrative Affairs
Office of the President**

ASSESSMENT PHASE

BY JULY 31ST

**CONVENE UNIVERSITY-WIDE STRATEGIC PLANNING
COMMITTEE** (to select and assign Subcommittees and
give subcommittee charge)

Office of the President

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**RESPONSIBLE OFFICE/
OFFICER**

**BY AUGUST 1ST
- AUGUST 30TH**

Task I: SUBCOMMITTEES CONVENE

- Subcommittee on Institutional Effectiveness and Efficiency
- Subcommittee on Academic Programs
- Subcommittee on Budget
- Subcommittee on Community Outreach
- Subcommittee on Enrollment Management/Retention/Graduation
- Subcommittee on Fundraising and University Advancement
- Subcommittee on Commercialization and Partnerships
- Subcommittee on Faculty/Student Research and Funding
- Subcommittee on Student Life
- Subcommittee on Technology Infrastructure
- Subcommittee on Campus Environment

**Subcommittee
Chairpersons**

Task II: CONVENE THE UMES BUDGET ALLOCATION TASKFORCE

This taskforce will be representative of units throughout the University and use the July State Appropriations Budget and be responsible for working with the Vice President for Administrative Affairs to decide upon Resource allocation for *Unmandated Appropriations*

The Subcommittee on Budget will be members of the Taskforce and work with the UMES Budget Allocation Taskforce to finalize recommendations for preparation of the next funding cycle.

**UNIVERSITY OF MARYLAND EASTERN SHORE
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		RESPONSIBLE OFFICE/ OFFICER
BY SEPTEMBER 30th	SUBMIT SUBCOMMITTEE SUMMARY REPORTS TO STRATEGIC PLANNING OFFICER	Office of the President
REPORTING PHASE		
BY OCTOBER 10TH	CONVENE UNIVERSITY-WIDE STRATEGIC PLANNING COMMITTEE Subcommittee Reports and Recommendations	Strategic Planning Officer Office of the President
BY OCTOBER 30TH	CONVENE UNIVERSITY-WIDE STRATEGIC PLANNING COMMITTEE Subcommittee Reports and Recommendations	Strategic Planning Officer Office of the President
PRIORITIZING PHASE		
BY DECEMBER 15TH	PREPARE SUMMARY RECOMMENDATIONS	Strategic Planning Officer Institutional Research
BY JANUARY 30TH	FULL COMMITTEE MEETING (Consensus on Finalized Priorities)	Strategic Planning Officer

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OFFICER**

PUBLIC COMMENT PHASE

BY FEBRUARY 1ST **CONVENE OPEN FORUM FOR CAMPUS
COMMUNITY**

President
University-Wide Strategic
Planning Committee

BY FEBRUARY 15TH **CONVENE PUBLIC COMMENT FORUM**

President
University-Wide Strategic

FINAL PHASE

BY MARCH 15TH **PRESENT STRATEGIC PLAN PRIORITIES
TO BOARD OF VISITORS**

Planning Committee

President
President's Cabinet

BY MARCH 30TH **PUBLISH/COMMUNICATE/DISSEMINATE
FIVE-YEAR PLAN CAMPUS-WIDE TO CONFIRM
GOALS**

Office of the President

**UNIVERSITY OF MARYLAND EASTERN SHORE
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**RESPONSIBLE OFFICE/
OFFICER**

DIVISION PLANNING PHASE

Divisions will use this April 1st – May 29th timeframe
To meet, discuss and confirm objectives within
all units. The Vice President will submit the
Division's objectives for next fiscal year by May 30th.

Unit Deans/Directors/
Supervisors
Vice Presidents

CHANGE PROCESS

BY APRIL 30TH

Divisions submit **Summary of Objective Outcomes**
for the current fiscal year indicating change-in-operations
based upon objective outcomes.

Unit Deans/Directors/
Supervisors
Vice Presidents

BY MAY 30TH

**SUBMIT UMES OPERATIONAL PLAN
OBJECTIVES FOR NEXT FISCAL YEAR**

Vice Presidents

BY JUNE 1ST

**APPROVAL OF DIVISION OBJECTIVES
DIVISION ANNUAL REPORT AND EVALUATIONS**

President

BY JUNE 15TH

**PUBLICATION OF THE UMES OPERATIONAL PLAN
WITH DISSEMINATION TO UNIVERSITY SYSTEM
OF MARYLAND**

Strategic Planning Officer
Office of the President

BY JULY 1ST

OPERATIONALIZE DIVISION OBJECTIVES

All Units/UMES Campus