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

ASSESSMENT PHASE

BY JULY 31ST

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

RESPONSIBLE OFFICE/OFFICER

Institutional Research
Administrative Affairs
Office of the President

Office of the President
UNIVERSITY OF MARYLAND EASTERN SHORE
STRATEGIC PLANNING PROCESS (2003-2004)

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

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
STRATEGIC PLANNING PROCESS (2003-2004)

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

Strategic Planning Officer
Office of the President

Subcommittee Reports and Recommendations

BY OCTOBER 30TH  CONVENE UNIVERSITY-WIDE STRATEGIC PLANNING COMMITTEE

Strategic Planning Officer
Office of the President

Subcommittee Reports and Recommendations

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

PUBLIC COMMENT PHASE

BY FEBRUARY 1ST
CONVENE OPEN FORUM FOR CAMPUS COMMUNITY

BY FEBRUARY 15TH
CONVENE PUBLIC COMMENT FORUM

FINAL PHASE

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

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

RESPONSIBLE OFFICE/OFFICER

President
University-Wide Strategic Planning Committee

President
University-Wide Strategic Planning Committee

Planning Committee

President
President’s Cabinet

Office of the President
UNIVERSITY OF MARYLAND EASTERN SHORE
STRATEGIC PLANNING PROCESS (2003-2004)

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.

CHANGE PROCESS

BY APRIL 30TH
Divisions submit Summary of Objective Outcomes
for the current fiscal year indicating change-in-operations
based upon objective outcomes.

BY MAY 30TH
SUBMIT UMES OPERATIONAL PLAN
OBJECTIVES FOR NEXT FISCAL YEAR

BY JUNE 1ST
APPROVAL OF DIVISION OBJECTIVES
DIVISION ANNUAL REPORT AND EVALUATIONS

BY JUNE 15TH
PUBLICATION OF THE UMES OPERATIONAL PLAN
WITH DISSEMINATION TO UNIVERSITY SYSTEM
OF MARYLAND

BY JULY 1ST
OPERATIONALIZE DIVISON OBJECTIVES