Southeastern Illinois College’s Five-Year Planning Cycle

1. Formulate Mission

2. Define Institutional Goals

3. Conduct Environmental Scanning (Internal & External)

4. Analyze Data

5. Generate Major Initiatives

6. Determine Plan Title/Theme

7. Generate Sub-initiatives*

8. Divisions & Departments Submit Operational Plans for Sub-Initiatives**

9. Strategic Plan & Accompanying Operational Plans Presented/Reviewed***

10. Annual Updates with Accompanying Board of Trustees Report

*Mostly institutional major functional unit focus with explicit or implied measurability.

**Operational plans include specific details: specific goal/objective, implementation/strategy, target audience, timeline, budget/source, evaluation/benchmark for success, contact responsible, and related cross-references.

***The departmental/division representative will present the operational plan to the entire planning committee for review and feedback.