"UCC PLANNING REPORT" PROPOSAL

"UCC Planning Report" Proposal

Since I began at UCC last July I have spent a great deal of time in orientation meetings with instructional, support and administrative departments. To date, I have participated in over 70 such meetings. As a result of these meetings I am led to conclude the following.

- At all levels of The University College of the Cariboo I have found enthusiastic and hard working staff that are committed to providing the best they can for students.
- Departments routinely consider how they can improve what they do. They are trying to serve students better and to become more efficient in their tasks and responsibilities.
- Many new initiatives do not have budget implications and therefore, do not come to institutional attention through the normal planning activities of budget development.
- We need to improve our internal communication so that UCC's staff and departments can be better informed about the new directions that are taking place throughout our institution.
- Better internal communication would serve to enhance coordination of initiatives across our campus.
- There is value in sharing our planning and new directions internally with such bodies as Education Council, the Board, the Students' Society, the Alumni, the UCC Foundation and Administrative Council.
- Communicating with our external communities about UCC planning initiatives and new developments would serve to better profile us as a dynamic and responsive institution.

Given these considerations, I would like Administrative Council to consider a proposal to develop an annual "University College of the Cariboo Planning Report" as a public document that could be used for both internal and external communication.

Suggested activities and timetable for developing a "University College of the Cariboo Planning Report"

April - May. Each administrative and academic department completes the "Planning Report" forms that: 1) identify the department's main initiatives (no more than five) for the coming academic year and; 2) review the previous year's initiatives. Identified initiatives will be achievable within existing departmental budgets.

June - July. Each Planning Report would be submitted through the department's Dean or Director to the appropriate Vice-President for information and approval. All Planning Reports will be received by the Office of the President by July 31.

August. Planning Reports are distributed to Administrative Council for information and discussion. The Planning Reports are consolidated into a single document, the "UCC Planning Report".

September. At the September meeting of the Board of Governors the UCC Planning Report is provided for information and discussion. The UCC Planning Report will be a public document.

"UCC Planning Report" Proposal
Questions for Administrative Council

I would appreciate comments from administrative council members on the following:

1. Do you think there is value in producing an annual UCC Planning Report?

2. Are the proposed stages for the development of the planning report appropriate?

3. Are the suggested timelines reasonable and achievable?

4. How can the draft planning report "forms" be improved?

5. What training might be required to implement this proposal?

Respondent: _____ Thank you, Roger Barnsley

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(Draft)
"Planning Report"
Review of Initiatives for the 1998-1999 Academic Year

Department:_____

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1.1 Goal:

1.2 Result:

1.3 Further Related Activities:

2.1 Goal:

2.2 Result:

2.3 Further Related Activities:

3.1 Goal:

3.2 Result:

3.3 Further Related Activities:

4.1 Goal:

4.2 Result:

4.3 Further Related Activities:

5.1 Goal:

5.2 Result:

5.3 Further Related Activities:

(Draft)
"Planning Report"
New Initiatives for the 1999-2000 Academic Year

Department:_____

1.1 Goal:

1.2 Description:

1.3 Proposed Date of Completion:

2.1 Goal:

2.2 Description:

2.3 Proposed Date of Completion:

3.1 Goal:

3.2 Description:

3.3 Proposed Date of Completion:

4.1 Goal:

4.2 Description:

4.3 Proposed Date of Completion:

5.1 Goal:

5.2 Description:

5.3 Proposed Date of Completion:

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