



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Assessment and Strategic Operations

Effective Date: February 1, 2015

Procedure Number: ASO-p003.01

Student Affairs Working Procedure on the Development, Assessment and Evaluation of Strategic Plans

Intent: To provide a framework for the development, assessment and evaluation of the division's Strategic Plans.

Background: CSU Channel Islands (CI) is responsible for the creation of a University Strategic Plan that guides the priorities of the institution. Student Affairs then develops a division Strategic Plan that is in alignment with and supports the University Strategic Priorities.

Accountability: The Vice President for Student Affairs (VPSA), Division of Student Affairs (DSA) Area Heads

Applicability: All DSA employees

Definition(s):

Strategic Plan: a plan which translates the University and division vision, mission and strategic priorities into goals or objectives. Generally, strategic plans are established for the duration of a five year period.

Attachment(s):

CI Strategic Plan 2008-2013: http://www.csuci.edu/sustainability/documents/StratPlan_20082013.pdf

DSA Strategic Plans: S:\1 DIVISIONWIDE INFORMATION\9 PUBLICATIONS\DSA Strategic Plans

Procedure: In alignment with the University's Strategic Planning process, the Division of Student Affairs develops a Strategic Plan that supports the University's Strategic Priorities. The development of a new division Strategic Plan should begin in the last year of the previous Strategic Plan cycle or simultaneously with the University's Strategic Planning Process.

Upon the University's completion of a draft plan, the division utilizes the University's Strategic Priorities to co-develop area-specific aims and objectives in a division Strategic Plan. The area of Assessment and Strategic Operations (ASO) guides this process for the division through active collaboration with each area head and the work of the Drafting Committee (as identified by the VPSA). The Drafting Committee conducts a preliminary review of all area submissions for the division Strategic Plan and submits a final draft to the VPSA for review.

The next step in the division's Strategic Planning Process is to invite a diverse constituent group of faculty, staff and students to provide an external review of the draft division Strategic Plan. The feedback from external reviewers is reviewed by the Drafting Committee in consultation with the area heads, and modifications to the plan are made accordingly. The final recommendations are provided to the VPSA.

Relying on active collaboration with area heads, ASO has been charged with ensuring that each step in the process from concept, creation, design, content, distribution as well as the assessment and evaluation is carried through. ASO creates an appropriate assessment and evaluation tool to evaluate progress towards accomplishing identified objectives. After a training period, the DSA area heads will work with their respective areas to collect assessment and evaluation measures. The aggregated data and report will be provided annually to the VPSA for review.

A final step in the division's Strategic Planning Process is to ensure that the previous Strategic Plan has been assessed and evaluated. The Drafting Committee will work with area heads to prepare an Executive Summary for the VPSA to record the culmination of the DSA's progress of the existing plan.

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