

Salem State College  
Office of Academic Affairs  
Academic Planning Process 2009-2011 (Revised 9/16/10)

In addition to to the process described below, a series of Town Hall meetings and department briefings will be held throughout the planning period. The process is designed to inform the preparation of the Standard 4 (Programs) chapter of the NEASC self-study  
Academic Year 2009-2010

- Fall 2009      President establishes *Presidential Advisory Committee on Academic Planning* (Advisory Committee) to develop criteria and submits them to All-College
- Provost goes before Academic Policy Committee to address questions and concerns.
- Provost develops draft guidelines for Departmental Reports, shares them with the Department Chairs for input
- In response to feedback,draft guidelines and timeline are revised.
- Provost holds open meetings with faculty in each department.
- Spring 2010      MSCA Executive Committee appoints members to Presidential Advisory Committee on Academic Planning (Advisory Committee)
- Advisory Committee develops criteria for Departmental Resports to All-College committee which assigns it to Academic Policy, Curriculum, and Student Affairs Committees.
- Provost submits criteria to Graduate Education Council
- Governance committees review, discuss, and revise criteria.
- Revised criteria are recommended by All-College for approval.
- President approves the criteria.
- Departments review enrollment trend data and prepare preliminary data analysis report drafts
- Departments submit preliminary data analysis report drafts to the Advisory Commitee
- Summer 2010      Advisory Committee Chair reviews preliminary reports and determines the number of faculty review teams needed.
- Advisory Committee Chair develops guiding principles for Faculty Review Teams

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Academic Year 2010-2011

- Fall 2010
- Advisory Committee holds training for chairs and faculty workshop on preparing Departmental reports. (by 9/22/10)
  - Advisory Committee provides comments on preliminary data analysis report to Departments (by 10/4/10)
  - MSCA Executive Committee appoints faculty to serve as Faculty Review Team members (by 10/18/10).
  - Advisory Committee Chair assigns faculty to Faculty Review Teams (by 10/27/10)
  - Advisory Committee holds workshop for Faculty Review Teams (by 11/1/10)
  - Departments submit full report to the Advisory Committee (by 12/10/10).
  - Advisory Committee assigns reports to Faculty Review teams (by 12/13/10)
- Spring 2011
- Faculty Review Team comments to Departments (by 1/18/11)
  - Department responses (optional) to Faculty Review Team comments (by 2/3/11)
  - N Department reports, Faculty Review team comments and Departmental responses (if written) are posted to Navigator (by 2/7/11)
  - Advisory Committee considers all comments and department responses and writes its DRAFT report (by 2/28/11)
  - N Advisory Committee posts Draft report to Navigator (by 3/11/11)
  - Faculty and stakeholder feedback sought; Advisory Committee holds open meetings with faculty. (by 4/1/11)
  - Advisory Committee considers all feedback and submits its FINAL report to Provost (by 4/22/11)
  - N FINAL Report is posted to Navigator (by 4/25/11)
  - Provost submits recommendations to All College Committee, as necessary (by 5/1/11)