

Salem State College
Office of Academic Affairs
Academic Planning Process 2009-2011

<p><i>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</i></p>	
Fall 2009	<p>President establishes <i>Presidential Advisory Committee on Academic Planning</i> (Advisory Committee) which develops criteria and submits them to All-College</p> <p>Provost goes before Academic Policy Committee to address questions and concerns.</p> <p>Provost develops guidelines for Departmental Reports, shares them with the Advisory Committee and submits to All College Committee (for information)</p> <p>Provost distributes guidelines and issues <i>Call for Departmental Reports</i></p> <p>Provost holds open meetings with faculty.</p>
Spring 2010	<p>Academic Affairs holds workshops in preparing reports.</p> <p>MSCA Executive Committee appoints members to Faculty Review Teams</p> <p>Departments submit reports; reports are posted to Navigator</p>
Summer 2010	<p>Faculty Review Teams, Advisory Committee, Deans and Stakeholders (e.g., Alumni Affairs) review and provide comments to Departments</p>
Fall 2010	<p>Faculty Review Teams and Advisory Committee review and provide comments to Departments</p> <p>Departments consider all comments, prepare response (if needed) and forward with report to the Advisory Committee.</p> <p>Department reports and and responses (if written) posted to Navigator</p> <p>Faculty feedback sought (e.g., through <i>Survey Monkey</i>)</p> <p>Advisory Committee considers feedback and completes its DRAFT report.</p> <p>Advisory Committee sends its DRAFT report to Deans and Departments for comment and posts Draft report to Navigator</p> <p>Provost holds open meetings with faculty.</p> <p>Advisory Committee considers Dean and Department feedback</p> <p>Advisory Committee submits its FINAL report to Provost; report is posted to Navigator</p>
Spring 2011	<p>Provost submits recommendations to All College Committee (as necessary)</p>