

Wisconsin Indianhead Technical College
2015-2018
STRATEGIC PLANNING TIMELINE

(Revised: 12-30-15)

NO.	STRATEGIC PLANNING MAJOR EVENTS	TIMELINE	CHAMPION(S)	Additional Participants	Communication Plan
1.	PRE-PLANNING Subcommittee meeting planning	Late-April 2013 <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Completed</div>	President Executive Assistant	President's Cabinet	<ul style="list-style-type: none"> ○ President and Executive Assistant draft agenda for PC's review ○ President requests QISC volunteers for subcommittee ○ Executive Assistant schedules IPV meeting and prepares mtg materials
2.	PRE-PLANNING QISC Strategic Planning Subcommittee meets to: 1) Review Strategic Planning Process and materials from the last cycle 2) Prepare 2015-2018 Strategic Planning recommendation for QISC	Late-June 2013 (June 26, 2013, 9 a.m. – 12 noon; IP video) <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Completed</div>	President Executive Assistant	+7 QISC Volunteers (2 PC members, 4 QISC members, 1 QISC student)	<ul style="list-style-type: none"> ○ Executive Assistant posts subcommittee meeting materials on Connection
3.	PRE-PLANNING Subcommittee follow-up	June – Aug. 2013 <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Completed</div>	Executive Assistant	President Research & Planning Staff Web Manager Admin. Specialists	<ul style="list-style-type: none"> ○ Executive Assistant develops the Forum Schedule and confirms room availability before Aug. inservice ○ Executive Assistant contacts the College Culture Chair to have Task Force give input on the Employee Survey questions ○ Executive Assistant works with the Research and Planning Coordinator on the electronic surveys (need on Web by July 31) – Web page is linked in Busn/Industry & Community letters ○ Executive Assistant sets up a new 2015-2018 Strategic Planning Web Page, providing links to the previous Strategic Planning Web pages and updating all content ○ In late July, Executive Assistant sends communication to Admin. Spec. on mailing lists and communication next steps (see forums)

Wisconsin Indianhead Technical College
2015-2018
STRATEGIC PLANNING TIMELINE

(Revised: 12-30-15)

NO.	STRATEGIC PLANNING MAJOR EVENTS	TIMELINE	CHAMPION(S)	Additional Participants	Communication Plan
4.	PRE-PLANNING QISC meets to: 1) Review Subcommittee's Recommendation 2) Determine volunteers for local forum sessions	Early-Sept. 2013 (September 4, 2013; 1 – 3 p.m.; IP video) <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Completed</div>	President Executive Assistant	QISC Members	<ul style="list-style-type: none"> ○ Executive Assistant gets feedback from subcommittee on potential mtg dates and schedules 2 hour IPV QISC mtg ○ Executive Assistant posts meeting materials on the QISC Strategic Planning Connection
5.	PRE-PLANNING Forum schedule: Request Board member volunteers	Aug. – Sept. 2013 (August 19 and September 16, 2013) <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Completed</div>	President Executive Assistant	Board Members	<ul style="list-style-type: none"> ○ Draft forum schedule is brought to Board meetings to request volunteers to introduce the President and acknowledge the importance of the Strategic Plan at the forums
6.	FORUMS Forum Type/Groups: 1) Business & Industry: Advisory Committee Members, Bd Vlntrs, Chambers, Economic Dev. Orgs, Employers, Foundation Bd Mbrs, Media 2) Employees 3) Students 4) Community/Education: Alumni, Bd Vlntrs, CESAs, Community, Education: Superintendents or Reps., Elected Officials, Higher Ed, Media, Retirees, Tribal Ofcls Locations & # of forums (Campuses are scheduled on a Thursday): Ashland (4), Hayward (1), Ladysmith (1), New Richmond (4), Rice Lake (4), Shell Lake (2), Superior (4) Materials Needed: - Agenda (for QISC and Board volunteers) - 4 Paper Questionnaires (B,E,S,C)	Late September – Mid-November 2013 (See 2013 forum schedule) <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Completed</div>	WITC Board (intros) ----- President's Cabinet (co-welcome of Board Chair and President) ----- QISC Core Traveling Team President (facilitator), Executive Assistant (recorder), VP-Busn. Services (record on flip chart) ----- Quality Improvement Steering Committee members Local: 5 QISC volunteers to include Campus Admin. and	Admin. Specialists Conference Center Staff Research & Planning Staff	How do we communicate the forums to the stakeholders? <ul style="list-style-type: none"> ○ In late July, Executive Assistant sends communication to Admin. Spec. on mailing lists and communication next steps below ○ Admin. Specialists are the local campus point person (with Campus Admin's review) to communicate the forum details to each forum stakeholder group (includes updating their local Busn/Indstry and Community mailing list and mailing the forum letters; e-mailing an employee and student forum communication, and putting a short news release in the newspaper about their community forum) ○ Executive Assistant reviews and updates last cycle's generic mailing list (template/resource) and provides a High School database for the Admin. Specialists use when updating their local Busn/Indstry and Community mailing lists

Wisconsin Indianhead Technical College
2015-2018
STRATEGIC PLANNING TIMELINE

(Revised: 12-30-15)

NO.	STRATEGIC PLANNING MAJOR EVENTS	TIMELINE	CHAMPION(S)	Additional Participants	Communication Plan
	(Obtain Culture Task Force input on Employee Questionnaire) - 2012 Graduate Survey - 2013 Forum Schedule - (Props/talking points) 2012-2015 Strategic Goals and Themes, President's statement of value with examples of tangible outcomes (w/prop of 2012-2015 Strategic Plan), work-in progress; 2012-2015 Progress Report; 10 themes AQIP action projects; - President's Busn Cards - Mission, V, V, & Tenets - 4 th Ranking Brochure - 6 Flip Charts (one for each forum key category), markers, sign-in sheets, snacks*, refreshments, pens, WITC table cloth - *Pizza for student forums only		VP-Busn. Services (record feedback on 6 flip charts – one person records on "category" and "other" flip charts)		<ul style="list-style-type: none"> ○ Executive Assistant revises the generic (template) Busn/Indstry and Community letters to include date and time block (and link to Web page online survey) for the local forums for Admin. Spec. use ○ Admin. Specialists merges the letter with their revised local Busn/Indstry and Community mailing lists and mails the letters 3-4 weeks before the scheduled forums ○ Admin. Spec. are encouraged to follow-up with phone calls to confirm local Busn/Indstry and Community forum attendance ○ Admin. Spec. determine final food/refreshment counts ○ Admin. Spec. are encouraged to request that the Chambers include the Busn/Indstry <u>and</u> Community forum information in their Chamber Newsletters ○ Admin. Specialists e-mail their final local mailing list to the Executive Assistant for the Pres Ofc records <p>Communicate Forum Results</p> <ul style="list-style-type: none"> ○ Executive Assistant posts the forum schedule on Web site by the Aug. inservice and President will make staff aware of the schedule ○ Executive Assistant posts the forum comments (assigned to categories) on the Web site within 7 days after each forum ○ Executive Assistant posts and provides each QISC member with a master copy of all verbal, written/paper, electronic survey

Wisconsin Indianhead Technical College
2015-2018
STRATEGIC PLANNING TIMELINE

(Revised: 12-30-15)

NO.	STRATEGIC PLANNING MAJOR EVENTS	TIMELINE	CHAMPION(S)	Additional Participants	Communication Plan
					comments sorted by category, stakeholder group, and campus for the Nov./Dec. QISC meetings <ul style="list-style-type: none"> ○ February 26, 2014 Inservice (validation from staff will be given)
7.	STRATEGIC THEMES with REVIEW of MISSION, VISIONS, VALUES, TENETS Develop themes from forums and online feedback; review MVVT (Include Noel Levitz Employee Survey Results/Gaps, SSI & CCSSEE Summaries)	Dec. QISC Meeting (Dec. 2, 2013; in person) <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Completed</div>	Quality Improvement Steering Committee		<ul style="list-style-type: none"> ○ Quality Improvement Coordinator posts draft themes on Web after first meeting ○ Quality Improvement Coordinator posts revised themes on Web after second meeting
8.	STRATEGIC GOALS 2015-2018 Review Themes (if needed) Develop Goals from Strategic Themes	Jan. QISC Meeting (January 22, 2014; in person) ----- QISC Feb. Inservice Planning Mtg (January 22, 2014; in person) ----- Feb. PC Meetings *as needed (February 2014) <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Completed</div>	President's Cabinet	Quality Improvement Steering Committee	Quality Improvement Coordinator posts draft goals on Web (they are pending Board approval in March)
9.	2015-2018 STRATEGIC PLANNING PROGRESS REPORT TO THE COLLEGE	Jan. Inservice *update if needed (January 9, 2014) ----- Feb. Inservice *½ day or less – validation from staff) (February 26, 2014) <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Completed</div>	President's Cabinet ----- Quality Improvement Steering Committee		

Wisconsin Indianhead Technical College
2015-2018
STRATEGIC PLANNING TIMELINE

(Revised: 12-30-15)

NO.	STRATEGIC PLANNING MAJOR EVENTS	TIMELINE	CHAMPION(S)	Additional Participants	Communication Plan
10.	WITC BOARD APPROVAL OF 2015-2018 STRATEGIC GOALS (*2 Board readings) AND PRESENTATION OF SUGGESTED CHANGES TO THE MVVT	Feb. and March 2014 (2 Board Mtgs) (Feb. 24, 2014 and March 17, 2014) Completed	WITC Board ----- President's Cabinet		
11.	ACTION ITEMS DEVELOPMENT AND PROPOSED TEAM MEMBERS Develop 2015-2018 Action Items	Spring/Summer 2014 *allow a month for divisions to develop (March – May, 2014) Completed	President's Cabinet ----- Divisions	Divisional members to give input on draft action items and proposed team members	
12.	ACTION ITEMS DEVELOPMENT AND PROPOSED TEAM MEMBERS Cross Pollinization of divisions on 2015-2018 Action Items	Summer Summit 2014 (new step in process) (July 29, 2014) Completed	President's Cabinet	Upper-level Managers Deans	
13.	ACTION ITEMS REVIEW Review 2015-2018 Action Items that were developed by divisions and approve proposed teams	Sept. 2014 – Feb. 2015 (PC Mtgs) Completed	President's Cabinet		
14.	(DRAFT) STRATEGIC GOALS AND ACTION ITEMS (2015-2018) Present 2015-2018 Strategic Plan Action Items and teams to QISC; Identify AQIP Action Projects and team members	February 6, 2015 (QISC Mtg) Completed	President's Cabinet ----- Quality Improvement Steering Committee		
15.	2015-2018 STRATEGIC PLAN - OUTCOMES, MEASURES, AND TIMELINES DEVELOPED	March 1 – April 1, 2015 Completed	President's Cabinet ----- Divisions		

Wisconsin Indianhead Technical College
2015-2018
STRATEGIC PLANNING TIMELINE

(Revised: 12-30-15)

NO.	STRATEGIC PLANNING MAJOR EVENTS	TIMELINE	CHAMPION(S)	Additional Participants	Communication Plan
16.	2015-2018 STRATEGIC PLAN - OUTCOMES, MEASURES, AND TIMELINES APPROVED BY PRESIDENT'S CABINET	April – July, 2015 (PC Mtgs) <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Completed</div>	President's Cabinet		Communicate by August 1, 2015 *Announce and put on the Web site
17.	2015-2018 STRATEGIC PLAN ACTION ITEMS IMPLEMENTED	July 1, 2015 - June 30, 2018 (ongoing)	All WITC Employees		
18.	PROGRESS ON 2015-2018 STRATEGIC PLAN REPORTED TO BOARD AND STAKEHOLDERS	July 1, 2015 - June 30, 2018 (ongoing)	President, President's Cabinet, and QISC		External: <ul style="list-style-type: none"> • County Board Meetings • Foundation Meetings (Regional and Board) • Future Strategic Planning forums • Advisory Committees Internal: <ul style="list-style-type: none"> • Inservices (interactive, celebration) • Divisional/Staff meetings • Web/Connection