

**KU Student Affairs Strategic Plan 2017 - 2020
Planning Process**

Targeted Date of Strategic Plan Implementation: July 1, 2017

Phase 1: Establish Strategic Foundation (August – October 2016)

Phase Overview: Establish strategic foundation through the development and evaluation of the division's mission, vision, and values statements. Mission and vision will guide development of the strategic plan.

Involved Groups: Student Affairs Leadership Team & Student Affairs Strategic Planning Committee

Key Phase Activities:

- Get organized and establish clear strategic planning process
- Create the Student Affairs Strategic Planning Committee
- Announce/share strategic planning process with division
- Administer short survey to Student Affairs Leadership Team and Student Affairs Strategic Planning Committee members. Survey participants will:
 - Evaluate current mission statement
 - If needed, develop new mission statement.
 - Evaluate current vision statement
 - If needed, develop new vision statement.
 - Provide list of 5 – 7 core values.
 - Individual values lists will be merged by combining values listed more than once
 - Bring group together to discuss the list of values—revise and modify until final values statement is generated.

Deliverable(s):

- Finalized timeline including key dates and meeting times.
- Student Affairs Strategic Planning Committee
- Mission, vision, and values statements

Phase 2: Assess Strategic Position (November – January 2016)

Phase Overview: Collect information and data useful for determining Student Affairs' current strategic position. Information will assess current initiatives and services, as well as identify opportunities, needs, and trends facing Student Affairs.

Involved Groups: Student Affairs Staff (All), Student Affairs Leadership Team, Student Affairs Strategic Planning Committee, & Students

Key Phase Activities:

- (11/4 – 11/18) Administer survey to all Student Affairs staff. Survey participants will:
 - Respond to a set of questions that identify successes and areas in need of improvement.
 - Identify opportunities, needs, and issues facing Student Affairs.
- Collect information from students via a survey and/or focus groups. Student participants will:
 - Respond to a set of questions that identify what Student Affairs does well, areas in need of improvement, and what else they would like from the division.
- Data Analysis
 - Small working groups of Student Affairs Strategic Planning Committee will aggregate collected data for use in the formulation of goals, initiatives, and metrics. (Working Groups share key findings with Committee the week of 1/30)

Deliverable(s):

- SWOT Analysis

Phase 3: Goal, Initiative, and Metric Formulation (January 2016 – March 2017)

Phase Overview: Review SWOT analysis and trend data to finalize strategic goals, initiatives, and metrics.

Involved Groups: Student Affairs Staff (All), Student Affairs Leadership Team, & Student Affairs Strategic Planning Committee

Key Phase Activities:

- Develop and finalize strategic goals
 - Using SWOT analysis data, Student Affairs Strategic Planning Committee will develop a list of strategic goals.
 - Share list of developed strategic goals with all Student Affairs staff. Staff will then respond to a short survey asking them to identify the top 3 -5 from the list. Survey results shared with Student Affairs Leadership Team for feedback.
 - Using survey data and Student Affairs Leadership Team feedback, Student Affairs Strategic Planning Committee will finalize strategic goals.
- Develop and finalize division initiatives that support each strategic goal
 - Student Affairs Strategic Planning Committee will establish objectives or initiatives that support finalized list of strategic goals.
- Develop and finalize metrics/key performance indicators (KPIs) that support each initiative
 - Student Affairs Strategic Planning Committee will establish metrics/KPIs that support each objective or initiative and identify what departments are responsible for providing associated data.

Deliverable(s):

- Finalize list of strategic goals, initiatives, and metrics.
- Metrics/KPIs Scorecard for measuring progress toward goals

Phase 4: Strategic Plan Development and Review (March – April 2017)

Phase Overview: Pull all pieces of the strategic plan into one document and share with Student Affairs Leadership Team for review.

Involved Groups: Student Affairs Strategic Planning Committee & Student Affairs Leadership Team

Key Phase Activities:

- Strategic Plan Development
- Strategic Plan Review
 - Final review and approval by Dr. Tammara Durham and Student Affairs Leadership Team

Deliverable(s):

- Finalized 2017 – 2020 Student Affairs Strategic Plan

Phase 5: Strategic Plan Roll Out and Execution (April 2017 – June 2020)

Phase Overview: Share completed Student Affairs Strategic Plan with all staff and regularly monitor progress toward goals.

Involved Groups: Student Affairs Staff (All), Student Affairs Leadership Team, & Student Affairs Strategic Planning Committee

Key Phase Activities:

- Share finalized mission, vision, values statement and strategic plan with all Student Affairs staff.
- Prepare one-page version of strategic plan for use in communicating to staff and other campus partners.
- Collect baseline information
 - Using established metrics/KPIs Scorecard, collect associated 2016 – 2017 data to establish baseline.
- Preliminary Strategic Review—January 2018, 2019, and 2020
 - Using established metrics/KPIs Scorecard, collect associated data from preceding fall semester (2017, 2018, and 2019) to measure preliminary progress.
 - Reconvene Student Affairs Strategic Planning Committee to discuss preliminary findings.
- Annual Strategic Review—June 2018, 2019, and 2020
 - Using established metrics/KPIs Scorecard, collect associated data to measure annual progress.
 - Reconvene Student Affairs Strategic Planning Committee to discuss annual findings.
- 2020 – 2023 Strategic Planning Process
 - Start Phase 1 in August/September 2019

Deliverable(s):

- One-Page Strategic Plan Communication Document
- Preliminary Metrics/KPIs Scorecard
- Annual Metrics/KPIs Scorecard

Phase 6: Department Specific Plans and Metrics (2017 – 2018)

Phase Overview: Individual Student Affairs departments use the 2017 – 2020 Student Affairs Strategic Plan as the foundation for developing/updating department specific strategic plans and metrics.

Involved Groups: Student Affairs Staff (All), Student Affairs Leadership Team, & Student Affairs Strategic Planning Committee

Key Phase Activities:

- Student Affairs Strategic Planning Committee members work with director and staff in respective departments to either develop/update strategic plans and metrics that support the 2017 – 2020 Student Affairs Strategic Plan goals, initiatives, and metrics.

Deliverable(s):

- Department Specific Strategic Plan
- Department Specific Metrics