**Academic Program Planning Process**

Phase One

Introduction of fall program planning; due by September 7th

1. All planning indicators will be shared at start-up with faculty/staff. September 7 is deadline for feedback/response to those indicators.
2. Announce the fall planning and format for that planning at fall start-up.
3. A key purpose of the planning process is to adjust to a changing financial landscape so we can avoid the need to undergo a process like recalibration in the future. Financial sustainability of BSU is central to this planning effort.

Phase Two

SWOT-Wish; due by October 1

1. After completion of phase 1, a grid showing where each program currently ranks across all indicators will be shared.
2. As soon as we have that sheet, departmental faculty meet together for a 2-2 1/2 hour Strengths, Weaknesses, Opportunities, Threats – Wishes (SWOT-Wish) exercise, generating a SWOT-Wish Summary (see #2 example attached). Anything is on the table during this session. Do not restrict ideas or discuss implementation. Simply generate best thoughts.
3. Save time to present a blank “What does your department do to…” (see #3 attached). Fill sheet out together, based upon SWOT-Wishes brainstorming session, showing what faculty believe their department does that: (a) maintains on strengths; (b) deals with weaknesses; (c) handles threats; (d) capitalizes on opportunities; and (e) realizes wishes (example attached).

After SWOT-Wish session, department chair or faculty in the department consolidates all information. Summary sheet #2 (example attached) and summary sheet #3 are distributed to faculty for correction, modification, or expansion.

Phase three

Program Planning; due by December 1

1. After completion of Phase two, the program rankings grid and the SWOT-Wish analysis should be considered during this phase. Where a program ranks isn’t necessarily the determinate for how a program will be categorized. There are factors to consider that the listed indicators do not address.
2. Hold a college-wide meeting and distribute an “Areas for Consideration in Programmatic Planning” (see #4), the university-wide sheet showing where programs rank on the 10 indicators, and the results of the SWOT-Wish. Discuss the categories of sustain, grow, revise, and create and ideas for revising programs.
3. Talk about next steps in the planning process, and expect about one hour of time for this meeting. Next steps:
	1. All chairs work with faculty to categorize their existing programs as a program to sustain, grow, or revise and to list future plans/programs to create in the areas outlined on sheet #5, Program Planning Summary. As a general guide, if a program is below the mid-point on the majority of indicators, the program should be considered for revision with a goal to achieve at least the mid-point on the majority of the indicators. However, there are factors the indicators do not address that may affect the decision to categorize a program, so do not hold hard and fast to where a program is ranked by the ten indicators. Factors not defined by the indicators should be considered at this point in the planning process.
	2. Establish a due date for this sheet and for the ‘grow’ or ‘revise’ or ‘create new’ plans to come back to you so that you have time to review with everyone prior to December 1.
	3. Plans for programs to grow or revise or create new should be submitted to Academic Affairs by the deans by December 1.
	4. The dean’s council will hold a retreat in early December to review all program information returned and to develop the final program plan to include in the draft master academic plan.