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Issued: April 14, 1999

**SUBJECT: MAJOR COMPONENTS OF INSTITUTIONAL
PLANNING AT BREWTON-PARKER COLLEGE**

- ◆ The Strategic Planning Committee of the College consists of all members of the Academic Council and the President's Cabinet. They are responsible for developing, implementing and monitoring the strategic plan of the College. They will periodically review the statement of institutional purpose and establish planning strategies that will allow the College to move toward mutually accepted goals in a consistent and cooperative manner. The Strategic Planning Committee will consult with the remaining members of the institutional family to develop continual revisions of the strategic plan, and to implement and monitor results. The official copy of the Institutional Strategic Plan resides in the Office of Institutional Research.
- ◆ The Executive Director for Planning and Institutional Research is responsible to the Provost. He/she will conduct ongoing studies of all phases of the College's operations and environment. The results of these studies will be regularly communicated to the Long-Range Planning Committee and other relevant committees.
- ◆ The Budget Committee* will plan the annual budget beginning its actual meetings not later than December 1st of the previous fiscal year. Initial budget planning by various departments/divisions will begin by October 1st.
- ◆ The Curriculum Committee of the faculty will have primary responsibility for continual planning of the College's academic programs, including addition/deletion of courses, areas of concentration, majors, certificates, and degrees. All such changes must have the ultimate approval of the faculty and (when degrees are added/deleted) of the Trustees also.

* The President plus the Vice Presidents.

Contact for Interpretation: The President

This policy statement supersedes all previous
policy statements on this subject.