

Northeast State Community College 2026-2027 Strategic and Technology Planning/Budget Calendar

The following are excerpted items from the master Strategic and Technology Planning/Budget Calendar specific to unit managers and academic program coordinators. This document will hopefully be a simplified resource for tracking due dates and activities related to outcomes reporting.

Due Date*	Activity*
Aug. 24, 2026 – Sept. 25, 2026	1. Unit Managers: - Ensure that 2025-2026 outcomes reporting is completed/concluded, including Major Accomplishments as appropriate (via Strategic Planning System). - Review and refine (as needed) 2026-2027 unit outcomes reporting in the Strategic Planning System. - Review and revise (as appropriate) the unit's <i>Statement of Purpose</i> in the Strategic Planning System. - Review the home page of the Strategic Planning System for additional requirements other than those listed above. - Submit revisions through the chain-of-command to the supervising vice president (or president, if the unit is a direct report) for approval. - Certify completion of Steps 2.A – E at the bottom of the home page of the Strategic Planning System.
Sept. 1, 2026 – Sept. 30, 2026	2. Academic Program Coordinators: - Ensure that 2025-2026 outcomes reporting is completed/concluded, including Major Accomplishments as appropriate (via Strategic Planning System). - Review and refine (as needed) 2026-2027 student learning outcomes reporting (as well as unit outcomes if applicable for the program/department/division) in the Strategic Planning System. - Review and revise (as appropriate) the program's <i>Statement of Purpose</i> in the Strategic Planning System. - Review the home page of the Strategic Planning System for additional requirements other than those listed above. - Submit revisions through the chain-of-command to the academic dean for approval. - Certify completion of steps 5.A – E at the bottom of the home page of the Strategic Planning System.
Sept. 1, 2026 – Sept. 30, 2026	3. Unit Managers and Academic Program Coordinators: - Determine additional 2026-2027 budgetary needs required to fulfill the unit's or program's stated outcomes in the Strategic Planning System. - Submit corresponding 2026-2027 revised budget requests through the chain-of-command. Ensure they are received in the Office of Finance by the due date using the Strategic Planning System. <i>Note: The Office of Finance will accept budget revision requests <u>after</u> each unit has certified that it has completed the planning processes outlined in Steps 2.A – F and 5.A – F (as applicable) above.</i>

Northeast State Community College 2026-2027 Strategic and Technology Planning/Budget Calendar

Oct. 5, 2026 – Dec. 11, 2026	4. Unit Managers and Academic Program Coordinators: A. Enter <u>preliminary</u> 2027-2028 reporting details (in conjunction with the development and submission of Technology Plan, see Item B immediately below) i. Enter unit outcomes and/or student learning outcomes (i.e., Complete the sections <i>Expected Outcome Description</i> through the section <i>Minimum Expected Results</i> for each outcome) in the Strategic Planning System. ii. Enter budgetary requirements to achieve expected outcomes (via Strategic Planning System). B. Develop and submit Technology Plan for 2027-2028 via the Strategic Planning System. After December 11, 2026, this document will be sent to the office of Information Technology for each unit.
Dec. 2026 – Jan. 2027	5. Unit Managers and Academic Program Coordinators: A. Complete a <u>mid-year update/report</u> for 2026-2027 unit outcomes and/or student learning outcomes. Input preliminary results in the planning system (e.g., <i>Actual Results</i> and the <i>Planned Improvements Based on Assessment Results</i>) (via Strategic Planning System). B. Obtain approval of items entered in steps 9.A – B above and step 10.A for the appropriate office: i. Units: Obtain approval from the supervising vice president (or president, if the unit is a direct report). ii. Academic Programs: Obtain approval from the supervising academic dean. C. Certify completion of requirements 9.A – B and 10.A – B above at the bottom of the home page of the Strategic Planning System <i>Note: The Office of Finance will accept budget revision requests <u>after</u> completion has been certified in Step 10.C, above.</i>
Jan. 20, 2027 – Feb. 12, 2027	6. Office of Finance, Unit Managers, and Academic Program Coordinators: The Office of Finance hosts budget manager training. The training will be mandatory for new budget managers, while being optional for budget managers who have previously participated in the process.
Feb. 8, 2027 – Feb. 22, 2027	7. Unit Managers and Academic Program Coordinators: Modify planning forms regarding technology projects/items, as directed by the Technology Planning and Oversight Committee (via Strategic Planning System).
July 2027 – August 2027	8. Unit Managers and Academic Program Coordinators: Complete any outstanding outcomes assessment and reporting for 2026-2027 (including Major Accomplishments as appropriate), noting planned improvements based on assessment results in the Strategic Planning System. Also, make any necessary adjustments to the 2027-2028 outcomes reporting completed in step 9 above.