ACADEMIC PLANNING PROCESS 2016

The Six Phases of the Academic Planning Process:

**PHASE ONE: Setting the Context**
January 2016 – March 2016

- Review and synthesis of the priorities in the university's existing planning documents (strategic plan, research plan, SMA, and current academic plan).
- Environmental scan/SWOC based on relevant data analysis, including analysis of progress made in relation to priorities in the Strategic Plan and SMA; consideration of potential metrics for SMA renewal and revised funding formula; enrollment trends; application trends; student survey data; alumni survey data; retention and graduation rates; additional key findings from other primary research (eg. HESA research); additional relevant information from secondary sources (eg. system-level enrollment projections from COU).
- Assessment of our competitor institutions.
- Review of survey results.
- Review of budget forecast and financial context for academic planning.
- Consultation with the deans and heads of academic support units, focused on analysis of status of implementation of the current academic plan and developing priorities for the next five years.
- Review and discussion of the calls to action from the Truth and Reconciliation Commission.
- Presentation/workshop with Kinetic Café to integrate refresh of OCAD’s Vision and Mission with academic planning process.
- Consultation with President
- Consultation with Vice-President Finance and Administration and Director of Finance,
- Consultation with Director of ODESI,
- Consultation with Co-Chairs of Task Force on Under-Representation
PHASE TWO: Creating the First Draft of the Academic Plan
April 2016 – May 2016

- Assessment by Steering Committee of data presented and generated in Phase One to brainstorm/workshop a set of draft priorities with context and rationale for each.
- Develop a series of goals for each Priority that support and delineate the Priorities
- Integrate findings from Graduate Studies Task Force
- Create a Draft Plan
- Undertake a costing analysis for the goals articulated in the draft plan with a view to integrating the plan with a 5-year fiscal projection
- Present draft Plan to Senate

PHASE THREE – Consultation Period
May – July 2016

- Present draft Plan to Board of Governors
- Draft plan made available to university community for feedback.
- Consultation mechanisms will include an online site for feedback, scheduled meetings with Faculties, the Student Union, and open meetings for faculty, staff and students, as well as consultation meetings with Senate committees, Senate and the Board.

PHASE FOUR – Revisions Based on Consultation
Mid-July – September 2016

Steering Committee makes revisions to draft based on feedback during consultation phase
- Development of 5-Year Fiscal Projection

PHASE FIVE – 2nd Consultation Period
October – November 2016

- Revised draft circulated to university community, Senate, and Board for final consultation.
- Consultation on Draft Academic Plan with 5-Year Fiscal Projection with Senate at October Senate meeting
- Review of Draft Academic Plan priorities with 5-Year Fiscal Projection at Board AGM and Retreat
- Strategic Mandate Agreement negotiations with Ministry of Training Colleges and Universities likely to begin and principles to be reviewed for strategic alignment with Academic Plan
PHASE SIX -- Final Revisions and Submission of Final Draft to Senate and Board of Governors
November – December 2016

- Final revisions made based on 2\textsuperscript{nd} consultation period
- Academic Plan presentation at Joint Board/Senate Liaison Committee Meeting
- Submission to Senate for Final Approval—November Senate Meeting
- Final version received by the Board—approval of 5-year Fiscal Projection—December Board of Governors Meeting.

Development of Unit Plans:

- After the University Academic Plan is approved by Senate, all deans and heads of academic support units will prepare a unit plan that aligns with the Academic Plan. Each unit plan will provide actions/strategies for implementing/realizing the goals and priorities of the University Academic Plan.
- For every action there will be a timeline, indication of resource implications, and identification of who is responsible for ensuring the action is carried out.
- The unit plans are critical to realizing the Senate-approved priorities and goals established in the Academic Plan.
- A full costing of the plan will be finalized once the unit plans are complete; it will be integrated and revised as necessary with the five-year fiscal projection.