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MEMORANDUM

To: Vice Presidents, Deans, and Directors
From: Jeremy McMillen, Dean of Planning and Institutional Effectiveness
Date: March 6, 2006
Re: Budget Requests & Institutional Effectiveness

Cherre Watson, Vice President of Fiscal Services, has distributed budget processing forms which are due in April. For effective planning, you should consider your 2006-2007 Administrative Outcomes and Learning Outcomes simultaneous to the creation of your budget.

ADMINISTRATIVE OUTCOMES

Administrative Outcomes for the 2006-2007 Academic Year are to be completed and submitted to the Office of Planning and Institutional Effectiveness no later than **June 15, 2006**.

As you are aware, TVCC is in the final stages of developing a new Strategic Plan that will serve as the guiding document for the next four years. The Administrative Outcomes process requires that you link your outcomes to the goals to the 2007-2010 TVCC Strategic Plan. The strategic plan is still a DRAFT, as it has not been formally approved; however, the Strategic Planning Committee will be submitting it to the President and the Board for approval in the next few weeks. The current DRAFT plan is available online at: <http://www.tvcc.edu/opie/strategicplanning>. Only minimal changes are anticipated.

In the event that changes occur, you will have plenty of time to revise your plans prior to the June 15th deadline for submitting Administrative Outcomes. Administrative Outcomes forms are available for download at:

<http://www.tvcc.edu/opie/StudentLearning/>

LEARNING OUTCOMES (LEAPs)

Learning Outcomes (LEAPs) Planning forms for the 2006-2007 Academic Year are to be submitted to the Office of Planning and Institutional Effectiveness no later than **July 15, 2006**.

Learning Outcomes (LEAPs) Results for 2005-2006 are due **July 15, 2006**.

Learning Outcomes (LEAPs) are linked to General Education Outcomes, which were revised by the General Education Committee and approved by the Curriculum and Instruction Committee. New LEAPs forms will be distributed to instructional units soon.

Following the Planning and Effectiveness processes described above are key to TVCC's future, as this is one way that our progress towards strategic planning goals will be measured. Furthermore, this process is required by TVCC Board Policy BI (Local), TVCC Board Policy BIA (Legal), as well as being key in demonstrating compliance with SACS Institutional Effectiveness processes.