VANCOUVER ISLAND UNIVERSITY

VIU ACADEMIC PLAN
PROJECT WORKPLAN SCHEDULE

Responsibilities	Tasks	Major Meetings:	Jan 10				Feb 10				Mar 10					Apr 10				May 10					Jun 10				Jul 10				Aug 10					Sep 10			
			4	11	18	25	1	8	15	22	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27
	INITIATE INTEGRATED PLANNING PROJECT & ESTABLISH MANAGEMENT FRAMEWORK		●																																					
	0.1 Meet with IPC to explore background/objectives, review draft workplan, protocols/timelines, VIU stakeholder involvement.			●																																			
	0.2 Prepare for and attend and/or present at IPC meetings to ensure project coordination, participation, and resolve/identify issues.																																							
	0.3 Identify planning projects and component plans to be developed in Phase 1 of the Inegrated Planning Process.																																							
	0.4 Identify composition of component committees that wil direct the sub component plans.																																							
	0.5 Component committees schedule regular meetings to collect, assess, report and identify tasks, issues and provide recommendations.																																							
	0.6 Assist each component committee to report progress at critical project milestones to the IPC.																																							
	DEVELOP FOUNDATION STRATEGIES																																							
	1.1 Review current VIU mission, vision, strategic and operating objectives to understand directions implied for the ongoing evolution of VIU.																																							
	1.2 Establish draft Foundation Strategies to serve as a basis for discussion concerning insitutional objectives and planning parameters.																																							
	1.3 Describe Foundation Strategies in these categories: Student Community, Pedagogy, Regional Distribution, Sustainability, Aboriginal Stewardship.																																							
	1.4 Engage sub planning committees in discussion re: Foundation Strategies to develop common vision for ongoing development.																																							
	1.5 Engage university community in discussion re: Foundation Strategies to develop common vision for ongoing development.																																							
	1.6 Discuss/revise Foundation Strategies as required until generally accepted as a statement of strategic purpose, focus, and direction.																																							
	REVIEW BACKGROUND INFORMATION																																							
	2.1 Meet with Educational Planning to review proposed work plan and assess what deliverables, processes, and consultations are required.																																							
	2.2 Collect/review background information resulting from previous planning work, include *Draft Academic Plan* , and any related tasks.																																							
	2.3 Assess existing planning processes (ie. SignPosts), determine usefulness/importance to Integrated Planning Process and its completion.																																							
	2.4 Revisit draft component project work plan and amend as required.																																							
	DEVELOP AND MAINTAIN CORE DATA BASE																																							
	3.1 Assemble and maintain information that describes external planning context (environmental scan), including specific areas.																																							
	3.2 Revisit draft Foundation Strategies in the light of the strategic assessment.																																							
	3.3 Revise as required.																																							
	OVERVIEW OF CURRENT ACADEMIC PROGRAMS																																							
	4.1 Outline the academic profile of the University, including specific areas.																																							
	4.2 Confirm the required sub components of the academic plan, including specific areas.																																							
	4.3 For each component of the academic plan describe particulars, specifically the indicated areas.																																							
	4.4 Identify strengths, weaknesses, opportunities and threats involved with each program/service; evaluate critical conditions.																																							
	DEVELOPMENT OF ACADEMIC PLAN																																							
	5.1 Using Foundation Strategies, outline, in conjunction with other VIU groups, prioritized future strategic directions for programs/service.																																							
	5.2 For each component determine: future academic programs, capacity, potential research activity, new initiatives, and resources required.																																							
	5.3 Assemble component plans as draft Academic Plan prefaced by the Foundation Strategies.																																							
	5.4 Assess information from component plans to assemble an Institutional Research Plan.																																							
	5.5 Assess component plans to determine Academic Priorities (to emerge as plan develops).																																							
	5.6 Assess the component plans to determine implications for academic structure and organization.																																							
	5.7 Forward to the IPC for review and comment.																																							
	INTEGRATION WITH PARALLEL PLANNING INITIATIVES																																							
	6.1 Determine implications of plan on scope of services, priorities, scheduling, resources and operational policies identified in parallel inititiatives.																																							
	6.2 Determine responses required by other initiatives on scope of services, priorities, scheduling, resources, and operational policies identified in this plan.																																							
	6.3 Summarize implications and required responses and forward to IPC for inclusion in prioritization and resource allocation processes.																																							

Responsibility Legend
P - Primary Responsibility
S - Support Responsibility
R - Review Responsibility

Consultant
Academic Planning Committee
Integrated Plan Committee
Senate Planning and Priorities Committee

Major Meetings (shown with a number and n above)

Mtg #	Date	Purpose
1	Jan. 5, 2009	Planning for individual committees and their memberships
2	Jan. 12, 2009	Roles and responsibilities of Chairs
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		