

Western Nevada College

Annual Planning and Goal Setting Overview

May

- **Preparation:** Meetings with college groups, the enrollment management team and executive staff to discuss goals for the upcoming year. Prepare materials with SMART goal guidelines aligned with WNC's Strategic Plan.
 - **Spring All-Campus Meeting:** President announces objectives for the next academic year.
 - **Goals Graphic PDF:** Create and share a graphic summarizing objectives.
 - **Follow-up Email:** Send a recap of the meeting, including the goals graphic.
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June

- **Departmental Goal Drafting:** Departments draft SMART goals that are Specific, Measurable, Achievable, Relevant, and Time-bound, ensuring alignment with institutional outcomes as presented by the president in May
 - **Submission:** Departments submit draft goals to their executive team member.
 - **Review Process:** Executives review and provide feedback, ensuring proper alignment and cascading structure.
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August

- **President's Kick-Off Meeting:** Review institutional goals with the college at the annual kickoff meeting.
 - **Goal Finalization:** Departments submit finalized goals to the Institutional Research (IR) Office.
 - **Executives:** Ensure all goals are finalized and submitted on time.
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September

- **IR Reporting:** IR catalogs finalized SMART Goals.
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October - March

- **Progress Tracking:** Departments track progress and report updates to their executives. Departments meet with executives at midpoint established in SMART goals survey to measure progress towards goal achievement.
 - **Resources:** Department use the college budget resource request process (BRR) as needed to support projects
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April

- **Review Meeting:** IRE and executives review goal achievements and prepare for the next cycle.