

A.S.I. CAL STATE LA

STRATEGIC PLANNING

Revised by Barny Peake – 2/24/17

OVERVIEW OF THE STRATEGIC PLANNING STAGES

A.S.I.'s Story

- Review and summarize A.S.I.'s history
- Document important milestones
- State of A.S.I. today (staffing, financially, programs and services, etc.)

Influential Factors

- Identification of stakeholders
- Environmental scan - engage stakeholders, review factors that may impact the organization and the strategic plan

Foundation for the Future

- Strengths, weaknesses, opportunities, threats (SWOT) analysis
- Summarize key findings

Vision and Mission

- Review and revise A.S.I.'s vision and mission
- Review organization's values and motto or other A.S.I. statements

Strategic Plan Development

- Gather departmental goals and feedback
- Categorize and summarize findings from environmental scan and SWOT
- Draft strategic initiatives, objectives
- Develop the strategic action plan

DRAFT TIMELINE

NOVEMBER

- **11/29/16- Strategic Planning Committee meeting, review proposed timeline and process**
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DECEMBER

- Draft Section I of the plan – “A.S.I.’s story”
 - **Barney’s 2nd site visit- week of 12/12**
 - Identification of key stakeholders
 - Determine who should be involved in the development of the strategic plan
 - Determine how each stakeholder (individual or group) will be involved
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JANUARY

- **Barney’s 3rd site visit- week of 1/9**
 - Start environmental scanning process
 - Start to engage some of the key stakeholders on campus
 - Review University’s strategic plan and any other campus documents that may influence the A.S.I. plan
 - Review external organizations, State, Federal to identify what may influence A.S.I. in the future
 - **January 20- Board retreat (Barney to attend)**
 - Review process to engage student body in consultation and environmental scan
 - Review A.S.I.’s story
 - Next steps- outline the strategic plan initiatives based on environmental scan and SWOT
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FEBRUARY

- ~~Barney’s 4th site visit- week of 2/6 (CANCELLED)~~
 - Continue environmental scan with task teams
 - SWOT analysis with Board and A.S.I. staff
 - **SPC meeting – 2/28**
 - Finalize survey for students and send out- discuss marketing and delivery methods
 - Discuss vision statement ideas
 - Report from environmental scan task teams—if there are any key stake holders that have not been involved, identify them and reach out in next two weeks to complete the environmental scanning process
 - Review and make comments on Barney’s revised timeline for completion
 - List of questions and areas in need of support from Barney
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MARCH

- **Feb. 27- March 12**
 - Survey to students for feedback, wrap up Env Scanning
 - A.S.I. departments submit goals – should conduct separate SWOT on own
 - Env scan for higher education and CSU (tuition, GI2025, accreditation?)
- **March 14 (site visit)- SPC first reading of the draft strategic plan**
 - SWOT analysis & discussion of goals
 - Review mission and vision statements
- ~~March 16 recommendations to BOD~~
- **March 21 (site visit)- second reading of the plan by SPC**
 - Categorize findings from SWOT and Env Scan, compare with goals, group for initiatives
 - Draft the strategic initiatives and objectives over spring break
- **March 27-31 – Spring break**

APRIL

- **4/4-** Refine strategic initiatives
 - Preparation for discussion with the Board and campus Administrators
- **Barny's 8th site visit – week of 4/10, if needed**
 - Finalizing the ASI Strategic Plan- establish the action plan with realistic timelines
- **April 20- BOD second reading of the Strategic Plan (Barny can attend if needed)**
- **April 27- BOD Vote on the Strategic Plan**