

Example of First Draft and Editorial Changes and Comments

The following text represents:

1. A first draft of a compliance Report
2. Editorial changes made to that draft in order to make the draft adhere to style guidelines
3. Editorial Comments, suggestions, and questions for author(s)

THIS DOCUMENT IS INTENDED TO HELP REPORT AUTHORS COMPLY AS MUCH AS POSSIBLE WITH STYLE GUIDELINES AND REPRESENTS A FIRST DRAFT ONLY

Changes Made:

- Margins to 1” Top/Right/Bottom and 1.5” Left
- Single spaced document
- Added header text and footer page number
- Double spaced between heading and text of requirement
- Double Spaced between first and second level headings
- Added appropriate paragraphing
- Removed bold from compliance text
- Moved reverence to Strategic Planning Committee website from “The Office for University Planning, the Office of the Provost, and the University Strategic Planning Committee oversee the processes for institutional planning, assessment, and evaluation, and serve in an advisory role to the Executive Council and the Chancellor ([SPC website-in development](#))” to after reference to SPC, “The Office for University Planning, the Office of the Provost, and the University Strategic Planning Committee ([SPC website-in development](#)) oversee the processes”
- Changed most “Western Carolina University” to “WCU”
- Changed
 - “This process involves comprehensive planning with particular emphasis on the relationships between planning in the following areas, enrollment, academic programs, and facilities, and requests in expansion budgets and capital improvements, as well as policies adopted by the Board of Governors to advance the University. ” to
 - “This process involves comprehensive planning with particular emphasis on the relationships between planning in the following areas: enrollment, academic programs, facilities, expansion budgets and capital improvements, and policies adopted by the Board of Governors to advance the University.”
- Changed
 - “approved at the institution level” to
 - “approved at the institutional level”
- Changed

- “In 1996, the Shirley Planning Model was adopted by the University to incorporate strategic plans developed at the university level (Level I planning: <http://planning.wcu.edu/stratgcplan/vision.htm>), in divisions (Level II planning: http://planning.wcu.edu/stratgcplan/level_II.htm), and in individual units (Level III planning: <http://planning.wcu.edu/planning.htm>).” to
- In 1996, the Shirley Planning Model was adopted by the University to incorporate strategic plans developed at various levels:
 - Level I (university) planning: <http://planning.wcu.edu/stratgcplan/vision.htm>)
 - Level II (division) planning: http://planning.wcu.edu/stratgcplan/level_II.htm)
 - Level III (individual units) <http://planning.wcu.edu/planning.htm>)
- Changed
 - that identifies internal strengths and weaknesses, external opportunities and threats, assesses the institutional environment, and evaluates programs, finances, facilities, and other resources in the context of Western Carolina University’s unique characteristics” to
 - “that identifies internal strengths and weaknesses as well as external opportunities and threats, assesses the institutional environment, and evaluates programs, finances, facilities, and other resources in the context of Western Carolina University’s unique characteristics”
- Changed
 - “Level III planning (unit) is influenced by planning at Levels I (university) and II (division).” to
 - “Planning at Levels I (university) and II (division) influence Level III (unit) planning.”
- Changed
 - “Determinations of general mission, clientele, programs/services, comparative advantages and objectives are established for each unit and are used to develop annual action plans for the following areas:” to
 - “General mission, clientele, programs/services, comparative advantages and objectives are determined for each unit and this information is used to develop annual action plans for the following areas:”
- Changed
 - “An important aspect of planning and evaluation at Western Carolina University involves program review.” to
 - Program review is an important aspect of planning and evaluation at Western Carolina University.”

Notes to Author(s)

- Broken Links
 - “University Strategic Planning Committee (SPC website-in development)” add correct link to Web page
 - <http://planning.wcu.edu/StratgcPlan/EXTSCAN5>
 - <http://planning.wcu.edu/StratgcPlan/Internal>

- http://planning.wcu.edu/stratgcplan/undergrad_prog_rev.pdf
 - “The Strategic Planning Committee meets bi-weekly and is responsible for conducting periodic reviews of the institution’s mission statement, outlining a strategic planning process, etc. _____.” I am not sure what the underline represents.
 - “Currently, graduate programs are reviewed on a seven-year cycle, and undergraduate programs are reviewed on a five-year cycle.” Can this use active voice? Who does it? For example: “X reviews graduate programs every seven years, and Y reviews undergraduate programs every five years.”
 - Is there more to come at the end? I’m not sure what the following means.
 - Committee charges? Documents
 - Minutes of the University’s Strategic Planning Committee
 - Reports of the Program Review Committee (3)
 - UNC Planning Documents
-

– DRAFT –

SECTION 2: CORE REQUIREMENTS

2.5 Institutional Effectiveness

The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that (a) results in continuing improvement, and (b) demonstrates that the institution is effectively accomplishing its mission.

Western Carolina University conducts regular, comprehensive planning and evaluation of all programs and services offered by the institution for the purposes of enhancing institutional effectiveness and ensuring that the University’s mission is accomplished. The Office for University Planning, the Office of the Provost, and the University Strategic Planning Committee oversee the processes for institutional planning, assessment, and evaluation, and serve in an advisory role to the Executive Council and the Chancellor ([SPC website-in development](#)). The

Strategic Planning Committee meets bi-weekly and is responsible for conducting periodic reviews of the institution's mission statement, outlining a strategic planning process, etc.

Western Carolina University also adheres to the long-range planning process established by the University of North Carolina and adopted by the Board of Governors. Long-Range Plans are developed and approved at the institution level and at the UNC system level on a five-year cycle, with plans for 2006-2011 in progress

(<http://intranet.northcarolina.edu/docs/aa/planning/reports/longplan/LRP2006-2011.pdf>). This process involves comprehensive planning with particular emphasis on the relationships between planning in the following areas, enrollment, academic programs, and facilities, and requests in expansion budgets and capital improvements, as well as policies adopted by the Board of Governors to advance the University. Constituent institutions also submit internal strategic plans as a part of the long-range planning process.

In 1996, the Shirley Planning Model was adopted by the University to incorporate strategic plans developed at the university level (Level I planning:

<http://planning.wcu.edu/stratgcplan/vision.htm>), in divisions (Level II planning:

http://planning.wcu.edu/stratgcplan/level_II.htm), and in individual units (Level III planning:

<http://planning.wcu.edu/planning.htm>). The Shirley Planning Model was developed specifically for Western Carolina University, providing important contextual considerations in the planning process and incorporating internal and external planning activities

(<http://planning.wcu.edu/StratgcPlan/model.htm>). The result is a strategic planning system that identifies internal strengths and weaknesses, external opportunities and threats, assesses the institutional environment, and evaluates programs, finances, facilities, and other resources in the

context of Western Carolina University's unique characteristics

(<http://planning.wcu.edu/StratgcPlan/EXTSCAN5> and

<http://planning.wcu.edu/StratgcPlan/Internal>). Level III planning (unit) is influenced by planning at Levels I (university) and II (division). Determinations of general mission, clientele, programs/services, comparative advantages and objectives are established for each unit and are used to develop annual action plans for the following areas: technology, organization, human resources, enrollment management, facilities, finance, academic (for example, liberal studies), and program review (such as academic departments, administration, student support services, and athletics).

An important aspect of planning and evaluation at Western Carolina University involves program review. Established in 1999 by the Chancellor, and incorporating recommendations from the Strategic Planning Committee, the Program Review Committee conducted its first major review of undergraduate programs during the 1999-2000 academic year (http://www.wcu.edu/stratplan/stratgcplan/final_report.pdf).

Currently, graduate programs are reviewed on a seven-year cycle, and undergraduate programs are reviewed on a five-year cycle. The review cycle takes the University of North Carolina external productivity reviews into consideration

(http://planning.wcu.edu/stratgcplan/undergrad_prog_rev.pdf).

Committee charges?

Documents

Minutes of the University's Strategic Planning Committee

Reports of the Program Review Committee (3)

UNC Planning Documents