

Minot State Annual Budget Process and Timeline

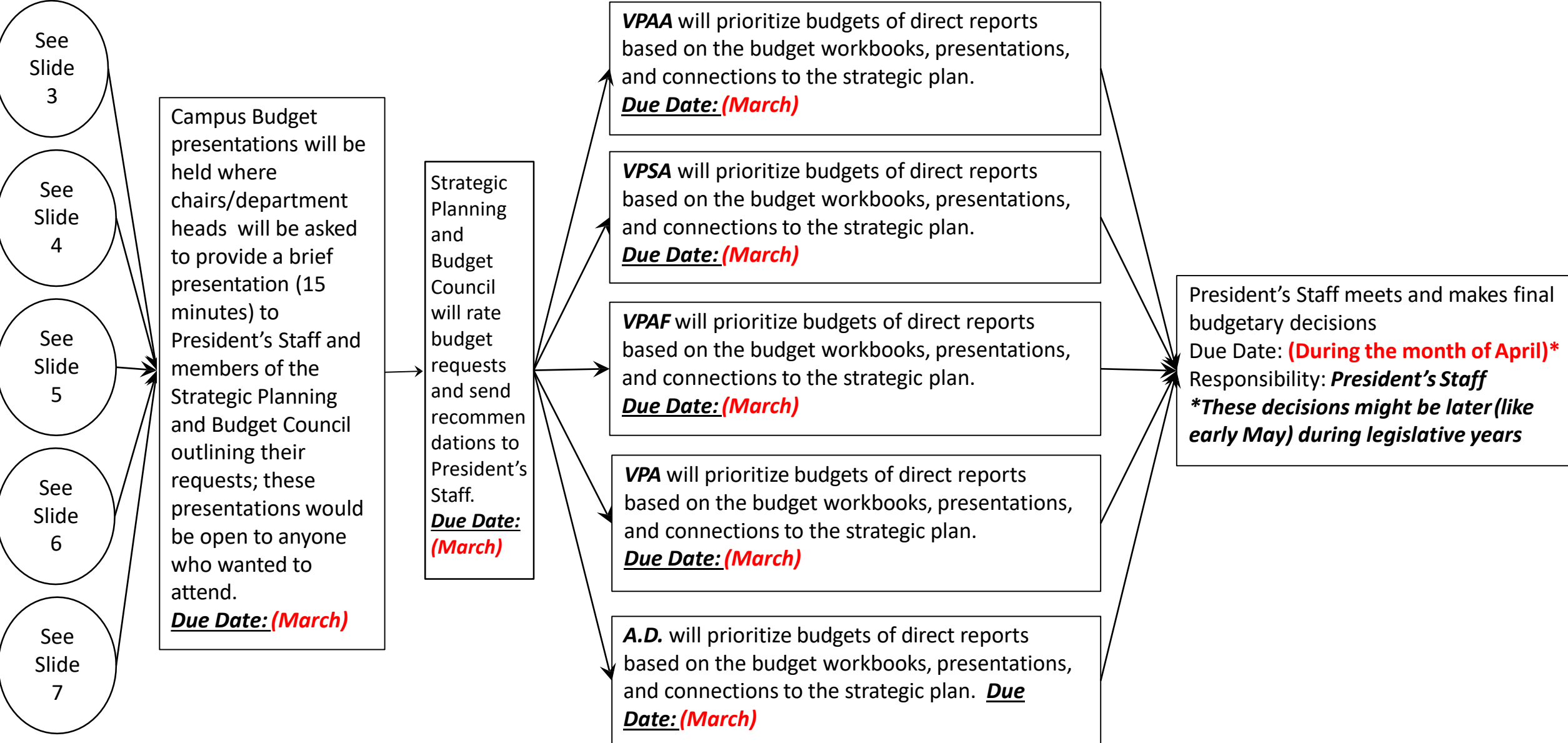
| Approved by | Date |
|---|-------------------|
| MSU President's Staff | November 27, 2018 |
| Academic Assessment Committee | December 5, 2018 |
| MSU Faculty Senate | December 6, 2018 |
| MSU Staff Senate | December 18, 2018 |
| Addition of SPBC Review on Slide 3 (to reflect 2019 practice) | April 14, 2019 |



Minot State Annual Budget Process and Timeline

| Milestone | Target Date |
|---|---|
| <p>Departmental/Program planning shall include:</p> <ol style="list-style-type: none"> 1. Department/Program Goals 2. Measures 3. Results of measures 4. Strengths/Challenges 5. Resource needs <p>Annual plans must support MSU’s institutional learning goals and strategic plan (see Appendix).*</p> <p>*Workshops or forums will be held (or examples provided) to help those departments that have not previously documented department-level planning that is mapped to strategic goals.</p> | <p>Annually on or before Nov. 1</p> |
| <p>Budget workbooks will be sent to departments/areas</p> <p>Responsibility: VPAF</p> | <p>Annually on or before November 15</p> |
| <p>Budget workbooks returned to respective VP/AD/AVP</p> | <p>Annually on or before February 1</p> |
| <p>Campus Budget presentations will be held where chairs/department heads will be asked to provide a brief presentation (15-30 minutes) to President’s Staff and members of the Strategic Planning and Budget Council outlining their requests; these presentations would be open to anyone who wanted to attend</p> | <p>Annually during March</p> |
| <p>Strategic Planning and Budget Council will rate budget requests and send recommendations to President’s Staff.</p> | <p>Annually during March</p> |
| <p>VPs/AD will prioritize budgets of their direct reports based on the budget workbooks and presentations and connections to the strategic plan.</p> | <p>Annually during March</p> |
| <p>President’s Staff meets and makes final budgetary decisions</p> <p>Responsibility: President’s Staff</p> | <p>Annually in April (early May during legislative years)</p> |

Campus-wide Overview



Process used during Spring 2019

Slide #3

Academic Affairs

Departmental/Program planning shall include:

1. Department/Program Goals
2. Measures
3. Results of measures
4. Strengths/Challenges
5. Resource needs

Annual plans must support MSU's institutional learning goals and strategic plan.

Due Date: Nov 1 (annually)
Responsibility: VPAA, Academic Faculty, and Co-curricular Departments

Examples of program-level and departmental assessment planning shall be provided and in support of student learning and institutional planning. Workshops or forums will be held (or examples provided) to help those departments that have not previously documented department-level planning that is mapped to strategic goals. See 4B and 5C

Budget workbooks will be sent to departments/areas **Due Date: Nov 15 (annually)**
Responsibility: VPAF

Budget workbooks returned to **VPAA/AVP**
Due Date: Feb 1 (annually)
Responsibility: Department Chairs and Department heads

See Slide #2

| From the Org Chart | | From the Org Chart | |
|---------------------------------|---|--------------------|--|
| Academic Units | ✓ | Access Services | |
| Grad School | | Career Center | |
| Center for Extended Learning | | CETL | |
| Teacher Education Unit (TEU) | | POWER Center | |
| Honors Program | | Library | |
| Registrar | | | |
| Institutional Research | | | |
| Director of Academic Assessment | | | |
| Northwest Arts Center | | | |

Slide #4

Student Affairs

Departmental/Program planning shall include:

1. Department/Program Goals
2. Measures
3. Results of measures
4. Strengths/Challenges
5. Resource needs

Annual plans must support MSU's institutional learning goals and strategic plan.
Due Date: Nov 1 (annually)
 Responsibility: ***VPSA + Department heads***

Examples of program-level and departmental assessment planning shall be provided and in support of student learning and institutional planning. Workshops or forums will be held (or examples provided) to help those departments that have not previously documented department-level planning that is mapped to strategic goals.
 See 4B and 5C

Budget workbooks will be sent to departments/areas
Due Date: Nov 15 (annually)
 Responsibility: ***VPAF***

| From the Org Chart | |
|------------------------|--|
| Native American Center | |
| International Programs | |
| Residence Life | |
| Student Center | |
| Enrollment | |
| Student Activities | |
| Student Health | |
| Veterans Services | |
| Wellness Center | |
| Student Publications | |
| Food Services | |

Budget workbooks returned to ***VPSA***
Due Date: Feb 1 (annually)
 Responsibility: ***Department heads***

See Slide #2

Slide #5

Administration & Finance

Departmental/Program planning shall include:

1. Department/Program Goals
2. Measures
3. Results of measures
4. Strengths/Challenges
5. Resource needs

Annual plans must support MSU's institutional learning goals and strategic plan.

Due Date: Nov 1 (annually)
Responsibility: **VPAF + Department heads**

Examples of program-level and departmental assessment planning shall be provided and in support of student learning and institutional planning. Workshops or forums will be held (or examples provided) to help those departments that have not previously documented department-level planning that is mapped to strategic goals. See 4B and 5C

Budget workbooks will be sent to departments/areas
Due Date: Nov 15 (annually)
Responsibility: **VPAF**

Budget workbooks returned to **VPAF**
Due Date: Feb 1 (annually)
Responsibility: **Department heads**

See Slide #2

| From the Org Chart | |
|--------------------|--|
| Bookstore | |
| Business Office | |
| ITC | |
| Plant Services | |
| Post Office | |
| HR | |
| Financial Aid | |
| Security | |

Slide #6

Advancement

Departmental/Program planning shall include:

1. Department/Program Goals
2. Measures
3. Results of measures
4. Strengths/Challenges
5. Resource needs

Annual plans must support MSU's institutional learning goals and strategic plan.
Due Date: Nov 1 (annually)
Responsibility: **VPA + Department heads**

Examples of program-level and departmental assessment planning shall be provided and in support of student learning and institutional planning. Workshops or forums will be held (or examples provided) to help those departments that have not previously documented department-level planning that is mapped to strategic goals.
See 4B and 5C

Budget workbooks will be sent to departments/areas **Due Date: Nov 15 (annually)**
Responsibility: **VPAF**

Budget workbooks returned to **VPA**
Due Date: Feb 1 (annually)
Responsibility: **Department Chairs and Department heads**

See Slide #2

| From the Org Chart | |
|---------------------------|--|
| Alumni | |
| Foundation | |
| Marketing | |
| University Communications | |
| Publications & Design | |

Slide #7

Athletics

Departmental/Program planning shall include:

1. Department/Program Goals
2. Measures
3. Results of measures
4. Strengths/Challenges
5. Resource needs

Annual plans must support MSU's institutional learning goals and strategic plan.
Due Date: Nov 1 (annually)
Responsibility: AD, Department heads, Coaches

Budget workbooks will be sent to departments/areas ***Due Date: Nov 15 (annually)***
Responsibility: VPAF

Budget workbooks returned to ***A.D.***
Due Date: Feb 1 (annually)
Responsibility: Department heads, Coaches

See Slide #2

Examples of program-level and departmental assessment planning shall be provided and in support of student learning and institutional planning. Workshops or forums will be held (or examples provided) to help those departments that have not previously documented department-level planning that is mapped to strategic goals. See 4B and 5C

| From the Org Chart | | From the Org Chart | |
|---|--|---|--|
| Compliance, Academics, and Student Life | | Men's & Women's Cross Country and Track & Field | |
| Internal Operations | | Women's Soccer | |
| External Operations | | Volleyball | |
| Development | | Football | |
| Communications | | Women's Basketball | |
| Human Performance | | Men's Basketball | |
| | | Wrestling | |
| | | Baseball | |
| | | Softball | |
| | | Men's Golf | |
| | | Women's Golf | |

Appendix

HLC CRITERION 4.

HLC CRITERION 5.

CRITERION 4. TEACHING AND LEARNING: EVALUATION AND IMPROVEMENT

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

HLC Criterion 4.B. The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.

Examples [Emphasis added]

General education and **course-, program-** and institutional-level learning goals and outcomes.

Annual reports of the assessment process.

Curriculum maps.

Meeting minutes and agendas demonstrating departmental use of assessment data with evidence of action taken based on review and analysis of data.

Documentation of **cocurricular assessment** and improvements based on data.

Assessment plan and/or process and calendar/cycle.

Documents and reports using direct measures for assessment of student learning.

(http://download.hlcommission.org/ProvidingEvidence_INF.pdf)

CRITERION 5. RESOURCES, PLANNING, AND INSTITUTIONAL EFFECTIVENESS

The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

HLC Criterion 5.C. The *institution* engages in systematic and integrated planning. [Emphasis added]

Examples

Budget requests and procedure for budget planning.

Budget allocation by major area.

Budget projections for multiple years.

Environmental scan results.

Facilities and technology plans.

Evidence of attainment of strategic planning goals.

Documentation delineating linkage between planning, budgeting and evaluation/assessment.

(http://download.hlcommission.org/ProvidingEvidence_INF.pdf)