



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

DATE: March 31, 2005

TO: Community College Presidents

FROM: H. Martin Lancaster

SUBJECT: Nominations for Environmental Scanning Teams for NCCCS
Strategic Plan for the 2007-2009 Biennium

The NCCCS strategic planning process is being revised for efficiency and synchronized to take better advantage of the Legislature's budgeting cycle. We anticipate that these planning revisions will reinforce our budget request rationale by communicating documented educational needs and then matching them with a record of consistent achievement. A tentative calendar for the first strategic plan under the revised process is attached.

Under the revised process, environmental scanning has been broadened to include internal as well as external scanning. Internal environmental scanning teams – comprised of college faculty, staff, trustees, and students – will provide important insight regarding internal trends and issues. Internal scanning team members will submit their input by responding to an electronic survey anticipated to be online July 2005.

External scanning team members will attend one of three regional forums where the anticipated impact of external environmental trends on NCCCS institutions will be examined. Three forums will be held during July and August 2005 and will be conveniently hosted at eastern, western, and central locations.

I am now soliciting your suggestions for individuals to serve on these two important environmental scanning teams. Individuals selected for these teams should be knowledgeable, reliable, and open-minded. Their input is vital because it will be used to develop state-level planning assumptions, which set the context for the strategic goals for which we seek funding.

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Please use the attached forms to make your recommendations to **Dr. Betty Adams by May 16, 2005**. Please be sure to include the names, street addresses, telephone numbers, and email addresses for each of the individuals recommended. Forms may be submitted electronically or mailed to the System Office.

As always, I appreciate your support of the planning process and look forward to sharing a draft of the strategic plan with you next spring.

Attachments

CC05-070
Email Only

NCCCS Strategic Planning Calendar

| Year | Date/ Month | Activity |
|-------------|------------------|---|
| 2005 | April 27 | <ul style="list-style-type: none"> ☞ Nominations for environmental scanning teams solicited from presidents at NCCCPA Meeting |
| | May 16 | <ul style="list-style-type: none"> ☞ Presidents submit final nominations for environmental scanning teams |
| | July | <ul style="list-style-type: none"> ☞ Internal scanning teams complete anonymous online survey ☞ First of three external scanning forums are conducted |
| | August | <ul style="list-style-type: none"> ☞ Two remaining external scanning forums are conducted ☞ Input from internal and external scanning is used to develop a draft list of planning assumptions ☞ Open forums are held to discuss draft planning assumptions |
| | September | <ul style="list-style-type: none"> ☞ Planning Council finalizes planning assumptions |
| | October | <ul style="list-style-type: none"> ☞ Planning Council identifies 5-Year Critical Issues |
| | November | <ul style="list-style-type: none"> ☞ Planning Council finalizes Critical Issues & begins developing System-level Goals |
| | December | <ul style="list-style-type: none"> ☞ Planning Council finalizes Goals & begins developing goal-related Objectives |
| 2006 | January | <ul style="list-style-type: none"> ☞ Planning Council finalizes Objectives ☞ Open Forums are held to discuss the Strategic Plan |
| | February | <ul style="list-style-type: none"> ☞ Planning Council approves 2007-2009 Strategic Plan |
| | March | <ul style="list-style-type: none"> ☞ State Board Policy Committee reviews Strategic Plan |
| | April | <ul style="list-style-type: none"> ☞ State Board approves Strategic Plan |

Recommendations for Environmental Scanning Teams: Internal Team

Each president is asked to nominate **ten** members from his or her college to participate on the **Internal Scanning Team**: 2 faculty, 2 staff, 2 students, 2 administrators, and 2 trustees.

Internal Scanning Team members will be asked to respond anonymously to an online survey designed to gather and consolidate input from internal stakeholders in order to identify common institutional trends and issues.

Please be sure to include names, home addresses, phone numbers, and email addresses.

| Recommendations | | | |
|-----------------------|---------|-------|-------|
| College Name: | | | |
| Name | Address | Phone | Email |
| FACULTY | | | |
| 1. | | | |
| 2. | | | |
| STAFF | | | |
| 1. | | | |
| 2. | | | |
| STUDENTS | | | |
| 1. | | | |
| 2. | | | |
| ADMINISTRATORS | | | |
| 1. | | | |
| 2. | | | |
| TRUSTEES | | | |
| 1. | | | |
| 2. | | | |

Recommendations for Environmental Scanning Teams: External Teams

External Environmental Scanning Teams will examine and discuss trends in six macro-environmental areas in order to project anticipated effects on community colleges. Presidents are asked to nominate individuals to serve on six **External Scanning Teams**: education/training, economic, technological, political, socio-cultural, and demographic. Nominees should have expertise, understanding, and interest in these areas.

External Scanning Team members will be asked to attend one of three 1-day regional forums to examine common external environmental trends anticipated to impact community colleges in the future.

Please be sure to include names, phone numbers, home addresses, email addresses, and indicate title or areas of expertise.

| RECOMMENDATIONS | | | | |
|--|----------------------------|---------|-------|-------|
| College Name: | | | | |
| Education/Training: Identify trends (changes) in public school, public university & private college sectors; state and federal education policies and programs; teaching/learning process; and business and industry's need for and role in training and re-training employees. | | | | |
| Suggested Participants: K-12 counselors, principals, and superintendents; 4-year college presidents and instructional leaders; business & industry plant owners, managers, and human resource directors. | | | | |
| Name | Title or Area of Expertise | Address | Phone | Email |
| | | | | |
| Economic: Identify economic trends and forecasts; projected training needs – training programs needed to support current & future business & industry. | | | | |
| Suggested Participants: Members of local economic development councils, chambers of commerce, small business centers. Business & industry plant managers and human resource directors. | | | | |
| Name | Title or Area of Expertise | Address | Phone | Email |
| | | | | |

RECOMMENDATIONS

Technological: Identify trends (changes) that will effect delivery and evaluation of programs and services; projected equipment and infrastructure needs.

Suggested Participants: Systems Administrators from K-12, 4-year, business & industry, health care industry, local government, etc.

| Name | Title or Area of Expertise | Address | Phone | Email |
|------|----------------------------|---------|-------|-------|
| | | | | |

Political: Identify trends (changes) in the political environment; state and federal political decisions likely to affect community colleges.

Suggested Participants: Town or City managers; county commissioners, state legislators, etc.

| Name | Title or Area of Expertise | Address | Phone | Email |
|------|----------------------------|---------|-------|-------|
| | | | | |

Demographic: Identify trends (changes) in the demographic environment: racial/ethnic, age, gender breakdown, birth rate, mortality rate, health statistics, educational levels, etc.

Suggested Participants: Health Department directors, Social Services directors, Healthcare providers, etc.

| Name | Title or Area of Expertise | Address | Phone | Email |
|------|----------------------------|---------|-------|-------|
| | | | | |

Socio-Cultural: Identify trends (changes) in the socio-cultural environment: family structure, work patterns, housing patterns, community support services, crime patterns

Suggested Participants: Health Department directors, Social Services directors, Healthcare providers, K-12 counselors and principals, etc.

| Name | Title or Area of Expertise | Address | Phone | Email |
|------|----------------------------|---------|-------|-------|
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