

## **APPENDIX 2**

### **Five Year Educational Master Plan: Guidelines for School Goals and Objectives**

**SAN DIEGO MESA COLLEGE**  
**Five Year Educational Master Plan**  
**2006-07 to 2010-2011**  
**Revised 9/25/06**  
**Guidelines for School Goals and Objectives**

**1) Integration of Program Review**

- a) Planning at the discipline level is documented in the discipline program review.
- b) Major planning occurs in Year One.
- c) Annual updates occur in Years Two through Five.
- d) Use this information to assist in creating school goals and objectives.

**2) Integration with College Annual Goals**

- a) School goals will reflect some of the college's annual goals.
- b) College annual goals are based on college and district strategic planning directions (long-term.)
- c) School may have additional goals, not found in the college's annual goals.
- d) School goals should be consistent with Instruction Division goals.
- e) All disciplines/programs will be included in school goals.
- f) One or more goals will reflect school/department/discipline attention to teaching and learning practices and the improvement of student performance.
- g) One or more goals will reflect best practices of enrollment management.

**3) Writing Goals and Objectives Statements**

- a) Goals will be broadly stated. Although annual, they may be continued over several years.
- b) Objectives will be specific and may be more short-term. They will:
  - i) Identify disciplines and/or programs.
  - ii) Be do-able with measurable outcomes and timeline/deadline.
  - iii) Have responsible individuals and/or groups

**4) Recommended Number of Goals Per School**

- a) Minimum of Eight
- b) Maximum of Twelve

**5) Annual Report of Outcomes of Goals and Objectives**

- a) Schools will report annually on status of goals and objectives.
- b) Schools will update goals and objectives annually consistent with updates by college and division.