DIVISION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Instructions: This form should be used to document operating plans or substantial changes in operating plans for each academic or student services program or department to which faculty members are regularly assigned, in accordance with Article IX.B of the Agreement. (Please attach additional documentation to this form as needed, indicating in the selection box to “see Attachment \_\_".)*

*Fiscally responsible operating plans promote excellence in education and support stewardship, and shall consist of:*

1. **Program/department assessment, review and analysis of student success, effectiveness and vitality:**

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1. **Program/Department action/improvement plans:**

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1. **Program/departmental/division/College schedules, and individual workloads and assignments:**

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1. **Program/department budget requests:**

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1. **Program/department regular meeting procedures and schedules:**

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1. **Additional Items:**

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Reviewed in regular / special meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Participating faculty members at the meeting were:

Participating members by proxy were:

The supervising administrator and the majority of participating faculty did / did not reach agreement to approve this plan or proposed change on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If agreement was not reached, the period for submitting recommendations was from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The disposition of this plan or proposed change was communicated to all faculty members and the supervising administrator on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_