ANNUAL MANAGEMENT PLAN
2017-2018

Priorities

Approved by the Board of Governors
September 28, 2017

The following document identifies the list of actions that are set as priorities for the 2017-18 academic year at the management level.

The majority of them are aligned on the 2016-2021 Strategic Plan adopted by the Board of Governors in October 2016.

They are submitted to the Board's approval upon recommendation of the Executive Committee.

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1. Establish conditions that will foster efficient collaboration between all directorates with respect to the implementation of the 16-21 Strategic Plan.
   Resp.: Director General, with the assistance of the Coordinator of the Quality Assurance and Planning Office (Q.A.P.O.)

2. Complete the development of a proposal for the optimal solution to the space deficit incurred by the College. Make all relevant representations to ensure this proposal is supported by the Ministry and integrated in the upcoming Plan Québécois des Infrastructures (P.Q.I. 2018).
   Resp.: Director General, with the assistance of the Director of Plant and Facilities Department and the Dean for the development of new Facilities

3. Implement a variety of communication pathways to disseminate information and obtain feedback about the actions/achievements of the Strategic Plan.
   Resp.: Coordinator, Communications Office

4. Undertake an inventory of high-impact practices currently in use at the College and their links to the Graduate Profile outcomes. Use this inventory as the basis to develop a plan to support teachers and relevant services implementing high-impact practices, especially learning communities, into their activities.
   Resp.: Dean of Academic Development and Director of Human Resources

5. Develop a five-year plan for the redesign of learning spaces that can facilitate different types of interactive and collaborative learning. This plan will be developed after thorough analysis of the literature on learning spaces.
   Resp.: Academic Dean

6. Undertake an inventory and conduct surveys of student success projects, para-academic and extra-curricular activities and their links to the Graduate Profile and then establish guidelines for ensuring these links.
   Resp.: Dean of Academic Development, in conjunction with Coordinator, Quality Assurance and Planning Office and the Director of Student Services

7. Evaluates services provided by the AccessAbility Centre
   Resp.: Director of Student Services, with the assistance of the Coordinator of Quality Assurance and Planning Office (QAPO)

8. Determine what services are required to better serve the needs of students with specific transitional learning challenges such as mother tongue other than English, out-of-town adaptation, Indigenous students orientation. Develop a plan to address identified needs.
   Resp.: Director of Students Services

9. Launch the operation of the first-year office with the mandate to coordinate and integrate services for new students.
   Resp.: Director of Student Services

10. Examine the funding of the First Peoples initiatives and develop a strategy that will ensure their long-term sustainability.
    Resp.: Coordinator of Student Services, with the assistance of the Director of Finance

11. Undertake the evaluation of 2 AEC programs as it pertains to their relevance.
    Resp.: Dean of Continuing Education and Community Services, with the assistance of Coordinator of QAPO

12. Review and revise, where necessary the tools for tracking graduates employment in the field and University study.
    Resp.: Dean of Academic Development, with the assistance of Coordinator of QAPO

13. Conduct a preliminary analysis of documentation related to the establishment of a profile of teaching competencies
   Resp.: Director of Human Resources and Dean of Academic Development

14. Evaluate new employees experience and satisfaction with the process used in their hiring, orientation and integration. Then review current practices when appropriate.
    Resp.: Director of HR, with the assistance of Coordinator, QAPO

15. Evaluate employees development needs, satisfaction and engagement.
    Resp.: Director of HR, with the assistance of Coordinator, QAPO

16. Review existing mechanisms and best practices for employee recognition and develop a plan to recognize and underscore the employees' contributions to the College mission.
    Resp.: Coordinator, Communications Office

17. Develop a plan and a critical path for the evaluation of the Information Systems Technologies Department
    Resp.: Director of IST, with the assistance of Coordinator of QAPO

18. Determine the role that each directorate will play in the attainment of the AASHE goals, identify the data that will be required to provide evidence of their attainment and develop the tools to gather this data that will prove the College meets the AASHE Gold Star standard
    Resp.: Coordinator Sustainability Office, in conjunction with Coordinator of QAPO

19. Oversee the digitization of 130,000 student records and admission files from 1993 to the present.
    Resp.: Dean of Academic Systems

20. Continue to oversee the development of new registrar on-line services to enhance the student experience.
    Resp.: Dean of Academic Systems in collaboration with the Coordinator of IST

21. Conduct some preliminary work to prepare the Science and Social Science Programs for the ministerial revisions that are scheduled to begin in 2018.
    Resp.: Deans of SMSE and SSBT

22. Perform a thorough analysis of the Continuing Education and Community Services sector and develop a 3-year plan.
    Resp.: Dean of Continuing Education and Community Services

23. Conduct a functional analysis for the reorganization of the Human resources department.
    Resp.: Director of Human Resources

Richard Filion
Director General