

# COE SCHOOL GUIDE – PREPARING THE STRATEGIC PLAN

## Bayside Projects Consulting Free Download Reference Guide

This may be the first time your school is preparing a Strategic Plan. This plan includes the institution's short- and long-term goals (one-to-three-year objectives). Included next are suggestions to help you get started. Once the first Strategic Plan is issued, we recommend a quarterly review documented with meeting minutes.

SUGGESTED STRATEGIC PLAN SECTIONS
<ol style="list-style-type: none"><li>1. Cover Page with Revision Date</li><li>2. Table of Contents</li><li>3. Introduction</li><li>4. Mission, Vision, History</li><li>5. Objective 1</li><li>6. Objective 2</li><li>7. Objective 3</li><li>8. Objective 4</li><li>9. Objective 5</li></ol>
OBJECTIVE SECTIONS
<p>Each objective is to have a dedicated section in the Strategic Plan to include elements as follows:</p> <ul style="list-style-type: none"><li>• Objective Statement</li><li>• Expected Start Date.</li><li>• Expected Completion Date.</li><li>• Person Responsible for this Objective.</li><li>• Funding Assigned to this Objective.</li><li>• Table with the List of Milestones Required to Achieve this Goal (Each milestone including start and end date, the milestone to be achieved, status, strategies for achieving the objective, and strategies for evaluating the progress towards achieving the objective)</li></ul>
CHOOSING THE OBJECTIVES
<p>We recommend being reasonable, for the institution is required to adequately fund, follow up, document, and report on each of the objectives included in the Strategic Plan. Strategic Meeting minutes documenting the review of each objective are required as part of the Exhibits.</p> <p>Sample objectives: Achieve COE accreditation, increase enrollments by a XX % annually, achieve Title IV approval for eligible programs, adding a program, adding a campus, adding hybrid or distance education delivery to specific programs, increasing graduation rate to XX%.</p>
REFERENCES
<p>Familiarize yourself with COE Strategic Plan requirements by reviewing COE's Handbook of Accreditation (Standard 4 – Strategic Planning Section), available on <a href="#">COE Manuals Page</a>.</p>
REGARDING THE USE OF CONSULTANTS AND OUTSIDE PERSONNEL FOR PREPARING THE SELF-STUDY AND EXHIBITS
<p>COE standards require that the institutions' personnel <i>be the only ones</i> to prepare, revise, and edit any documents required in the accreditation process. COE allows consultants to <i>provide training</i> regarding the standards, the accreditation process, and the school operation best practices. We recommend familiarizing yourself with <a href="#">COE's Handbook of Accreditation – Use of Consultants</a> before engaging a consultant or outside personnel.</p>

Need assistance with your institution's COE initial accreditation? We are glad to help. Visit our [COE Accreditation Page](#) for the application process information and additional reference guides. Visit [COE Accreditation Consulting](#) for a list of the services we provide. Request a complimentary Consultation. [Bayside Projects Consulting](#)