

ELI PLANNING DOCUMENT

Program development requires the input of all of ELI's constituents—faculty, administrators, staff, and students. Input comes through ELI's Advisory Committee, faculty meetings, staff meetings, standing committee reports, departmental retreats, student evaluations, individual suggestions, and sometimes directly as a result of changes in University policy. Planning, implementation, and evaluation will vary greatly depending on the nature of the goal being addressed.

ELI's formal planning process addresses both academic and administrative program development and regular and systematic review of existing program policies and procedures. The process involves:

- (1) gathering data;
- (2) analyzing data; developing and reporting recommendations;
- (3) developing action plans through the annual planning retreat; and
- (4) implementing the identified action plan.

The process begins with final committee reports due at the end of April each year (draft reports are due by the end of February). Included in these reports are a summary of the committee's data collection and analysis and a series of specific recommendations. The reports are shared with ELI faculty and/or administrators and staff prior to the annual faculty and administrative planning retreat, held each year in May. These reports then provide the basis for deliberations at the retreat as faculty, administrators, and staff evaluate recommendations, select goals, and agree on a plan of action and timelines. Action items are either approved by the Director or, if academic in nature, put to a vote by full time faculty in mid-June. Once recommendations have been approved, committee chairs must draft implementation plans, reporting back, as appropriate, to the Director, faculty and administrative staff. Following implementation, committees will continue the process by gathering and reporting evaluative data on the effectiveness of changes made.

ELI COMMITTEES

Advisory Committee	Corporate Training Committee
Library Committee	Administrative/Staff Committee
Newsletter Committee	Newsletter Committee
Orientation Committee	Scholarship Committee
Promotion and Peer Review Committee	Textbook Committee
Testing Committee	Technology Committee
Committee on Student Conduct and Attendance	Professional Development Task Force

March 1, 2006