The ACC Master Plan System is designed to allow the identification and tracking of Master Plan initiatives as determined by designated cluster group coordinators.

The Master Plan system enables cluster group coordinators to:
- enter Master Plan initiatives,
- include details about these initiatives, and
- prioritize the initiatives and initiative objectives.

In addition, the Institutional Planning Committee (IPC) can use the Master Plan system to prioritize all of the submitted ACC initiatives.

Master Plan initiatives are designed to support ACC's strategic priorities and mission statement. Master Plan initiatives consist of one or more initiative objectives. Details such as general ledger object code, campus location, and new money requests for a three-year period are entered and tracked within this system.

Please review the definitions and guidelines (see menu on left) before working with the Master Plan system.

The Master Plan calendar can be accessed at http://irtcal.austincc.edu:8086/masterplan/.

To access the Master Plan System, use this URL: http://www3.austincc.edu/it/bumps

Authorized staff may log in using their ACC email username and password. Cluster group coordinators will identify the people with authority to enter and modify initiatives.

**Important:**
- **Cluster Group Coordinators** have the ability to create and modify initiatives and to assign initiative leaders to specific initiatives.
- **Initiative Leaders** can modify the initiatives to which they have been assigned.
- **All ACC Employees** can view initiatives and details, but cannot modify them.

**Note:** For this application to work properly, you should have your browser set to medium security (the default option).
After logging in, click **Master Plan** to get a menu of Master Plan options, as shown below.
Use the Shared Governance link to obtain the latest information from ACC's Shared Governance Review Council.
Previous Master Plan Initiatives: For the inaugural year of the new Master Plan online system, all initiatives for the FY04-06 Master Plan that are to be part of the FY05-07 Master Plan must be re-entered. There is no automated conversion program to upload the FY04-06 initiatives to the FY05-07 Master Plan. However, in future years, all initiatives – funded and unfunded – will be retained in the database and will automatically be included in the initial list of initiatives for the updated plan, e.g. for the FY06-FY07 revised plan.

Master Plan Initiatives to Be Included:
- Master Plan initiatives that begin in either FY05, FY06 or FY07 should be entered.
- Master Plan initiatives should be entered even if they do not require new funds. This should be explained in the Initiative Memo field. Include in the Initiative Memo field the exact dollar amounts and the full 14-character general ledger account code where the funds will come from. Also, list the staff positions that will support the initiative. Do not enter dollar amounts in the Object code fields – this is only for new funds.

New Campuses and Buildings: New fiscal resources to support the operations of new campuses and buildings must be requested as part of the Master Plan. No new funds for a new campus or building may be requested as part of the annual budget building process. Each Cluster Group that supports the new campus or building must create a relevant initiative in the Master Plan system. The only new campus and building that should be included in the FY05-07 Master Plan are:
- The Eastview Campus Health Sciences Building 2 will open for the spring 2005 semester – January 2005. Thus, new funds to support the operation of the building must be included in the FY05 budget. Be sure to select the Eastview Campus Health Sciences Building 2 in the Location field.
The South Austin Campus will open for the fall 2005 semester – August 2005. Thus, new funds to support the operation of the campus must be included in the FY05 budget. Be sure to select the South Austin Campus in the Location field.

There should be only one initiative from each Cluster Group requesting new funds for each new building or campus.

**Recurring Costs:** Expenditures for object codes that will recur in the fiscal years following the first year for which they are first requested must be entered for each year. This includes staffing table positions.

**Staffing table positions:** New positions should be budgeted for the 10th step for the position. Be sure to include the funds in each fiscal year, but you do not need to adjust for possible salary increases. Add $5,000 to the position salary to cover the cost of benefits. Contact Vicki West (vwest@austincc.edu), Compensation Supervisor, if you want to create a new title and job description, or if you are not sure about the existing job title that you should use for a proposed position.

**FY05 Operating Budget:**

Approved funds for Master Plan initiatives will be included in the FY05 budget. Once the budget is approved by the Board, funds will be assigned to the appropriate account code. This will be done in collaboration among the AVPs and the Budget Office.

The annual operating budget building process will occur after the Cluster Groups have completed developing initiatives. As in previous years, departments may request new funds for existing services and activities and may move funds among accounts and/or object codes.

**Data Entry Suggestions:**

Text entered in the Initiative title and Initiative objective title fields should be concise and meaningful because reports will be generated using these titles. Titles should be descriptive of what you will achieve and how it will be done. It should be clear from your descriptions how the objectives support the initiative.

The Initiative description and Initiative objective description fields should explain the link between what you will achieve (measurable outcomes), how you will do it, and the requested resources.
See the Definitions for **Intended measurable outcomes.** You may find that this will be the most difficult part of the initiative building process to word accurately. However, it will help your initiative building process if you first have a clear conception of your measurable outcomes; everything else that you write should lead and tie to this statement.

The **Lead department** will be responsible for the overall implementation of the initiative objective.

**Locations impacted** and **Facilities impact** will be used to generate reports by location. Facilities and other college offices will use these reports to ensure that they are aware of requests that would impact their operations. Facilities staff members can then develop appropriate initiatives as well as provide input to other Cluster Groups on their proposed initiatives.

**Cost item description** should be brief. You should use the **Initiative Memo** area for more detailed explanation and justification, particularly for staffing table positions, large recurring operating costs and technology.

The **Initiative Memo** area should be used to provide additional detailed justification or description of the initiative. It should be used to list the account codes for initiative objectives that do not require new funds. You may copy and paste information from Word documents and other electronic resources into the Memo area.

**Prioritization:**

Each Cluster Group must prioritize (rank) the Initiative Objectives within each of its initiatives. Initiative objectives should not be included in the prioritization list if the Cluster Group believes that it should not be funded during FY05, but it wants the initiative objective retained in the database for possible inclusion in a revised plan in a future year. (For example, if there are 10 objectives and 5 are prioritized 1 through 5, then the 5 objectives not prioritized will be retained in the database. However, they will not be included in those reported to the IPC for its prioritization and possible funding in FY05.)

The Institutional Planning Committee will prioritize all Cluster Group initiatives. It may also change the ranking of initiative objectives within an initiative.

You must use the **delete** option in the Modify Initiative mode to remove any initiative objective or entire initiative that should not be included in any Master Plan.

**Institutional Planning Committee:** Within the shared
governance structure, the IPC performs the role of providing the overall coordination and review of college planning and program evaluation activities.

**College Plans:** In addition to the Master Plan, there will be separate plans for Facilities, Human Resources, Instruction, Student Services and Technology. Not only will these plans incorporate initiatives impacting their areas, they will address additional issues.
Use the ACC Mission Statement link to review ACC's Mission Statement and values. When you click this link, a new window will open to launch the official ACC Vision, Mission, and Values Statement.

The Mission Statement page is divided into these categories:

- Vision Statement
- Mission of the College (Statement of Purpose)
- Values

The ACC Mission Statement may be used to support the rational for an initiative or a specific initiative objective.
From the Master Plan main menu, use the **Strategic Priorities** link to view ACC’s strategic priorities.

**Note**: As of January 20, 2004, these strategic priorities are being reviewed by Shared Governance councils and employee groups. Every initiative must support one or more Strategic Priority Key Objectives. Users should be familiar with the Strategic Priorities before entering initiatives into the online system.

Click the **Strategic Priority Number** (to the left of each strategic priority) to view Strategic Priority Key Objectives.

1. Expand Existing and Develop New Instructional Programs to Meet Identified Community Needs
2. Provide Instructional Delivery Alternatives for Courses and Programs to Ensure Flexibility in Instruction, Services, and Support
3. Improve Student Recruitment, Retention and Educational Goal Completion
4. Provide and Maintain Facilities to Meet Institutional Goals and Priorities
5. Develop and Maintain Relationships with External Communities to Support the Institutional Mission
6. Ensure High Quality Teaching and Learning
7. Improve Operational Effectiveness and Efficiency
8. Ensure that the College has the Resources to Achieve Strategic Priorities

Use the **Master Plan Options** link to return to the main menu.
Definition of Terms

Use the Definition of Terms link from the main menu to obtain further information about the terms used in the ACC Master Plan system.

DEFINITIONS[1]

1. **Strategic Priorities:**
   a. Have goals that require a *coordinated college-wide response.*
   b. Focus on issues or problems that are critical to the success or mission of the college.
   c. Involve many different areas and departments of the college.
   d. Focus on outcomes rather than processes.

2. **Strategic Priorities Key Objectives:**
   a. Set targets that are specific and achievable.
   b. Have measurable outcomes, so that success in achieving the priorities can be assessed.
   c. They answer the question "what?" not "how?"
   d. They are the responsibility of Cluster Groups with input from individual departments and, therefore, are reflected in departmental plans.
   e. They guide the submission, approval, funding and implementation of master plan Initiatives.

3. **The ACC Master Plan** is a multi-year, cohesive framework for focusing on student learning that:
   a. Supports the Mission, Key Values and Strategic Priorities of the College.
   b. Implements the ACC SACS Strategic Focus Self-Study Report 2002.
   c. Includes Initiatives for three fiscal years.
   d. Integrates an efficient and effective deployment of human, physical and fiscal resources.
   e. Is based on an accurate assessment of community needs.
   f. Holds individuals and departments accountable for their roles in achieving the Master Plan.
   g. Has the long-term commitment of the College.
   h. Is revised annually.
   i. Is developed within the framework of the ACC Shared Governance structure.
   j. Is part of the annual ACC budget.

4. **A Master Plan Initiative:**
   a. Is a new activity that will have a strategic impact on the mission, infrastructure or fiscal resources of the College.
   b. Must be a critical and necessary activity needed to successfully complete one or more Strategic Priority Key Objectives.
   c. Begins sometime during the next three fiscal years.
   d. An initiative does not necessarily require new funding to be included in the Master Plan, but it must have time and resource commitments. (Expansion or restructuring existing activities and all new activities may be, but are not automatically an Initiative.)

5. **An Initiative Objective for a Master Plan Initiative** implements one or more Key Objectives from one or more Strategic Priorities.

Initiative Objectives:
Are short-term, practical, target-related activity that is tied to one or more Key Objectives.

b. Are specific, measurable, attainable, realistic, and time-bound with a specific start and completion dates with intermediate milestones.

c. Identify the needed resources (new and existing).

d. Identify the key people and their responsibilities.

6. **Intended measurable outcomes:**

a. Describe results that provide evidence that the Initiative is effective. (It is the answer to “Why are you doing this?”

b. Define measures of success.

c. State who will be involved in doing the work.

d. Provide means for monitoring and adjusting the implementation and outcomes, if needed.

7. **The annual operating budget process addresses ongoing institutional operational needs.**

a. Provides additional resources for existing programs, activities and facilities.

b. Capital requests (items over $500) are included in the technology field and are reviewed and prioritized by the College-Wide Technology Committee.

c. Allows budget authorities to move funds among accounts and object codes (with several limitations.)

d. Is built using an online system process that is separate from the Master Plan building process.

e. The Board approved annual budget includes the approved funding for Master Plan Initiatives.

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[1] The definitions are adapted from a Planning Primer, Malaspina University-College, Canada (http://planning.mala.bc.ca/primer/primer.asp?title=definition2&section=2)
Master Plan Resources

Please refer to the Master Plan Development page for the most up-to-date information on the ACC Master Plan system.

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Cross-organizational Cluster Areas have been established by broad functional areas for Master Plan development and evaluation purposes. This means that communication must occur among all the units included within each cluster. A coordinator has been assigned for each cluster who is responsible for providing this coordination. The Cluster Areas and their designated coordinator are listed below.

**Business Services (Ben Ferrell)**

Key functional areas within the Business Services area, with the exception of Facilities and Operations, which is a separate cluster. The Business Services cluster includes Budget Planning/Control, Accounts Payable/Receivable, Cashiering, Purchasing, Fixed Assets, Investment, Auxiliary, Payroll (Human Resources), and E-Commerce (Information Technology and other college offices), and Insurance.

**External Affairs (Steve Kinslow)**

The ACC Foundation, Grants, Marketing and Public Relations, Governmental Relations, Annexation, Business & Community, and Educational Partnerships.

**Facilities and Operations (Bronson Dorsey)**

All units within Facilities and Operations, but would have broad functional areas such as Custodial Services, Building and Grounds, Facilities Design and Construction, Maintenance, and Environmental Health and Safety.

**Human Resources (Gerry Tucker)**

Compensation and Benefits, Employment Services, Records, and Electronic Services (e-time and e-hire), with some special goals related to such groups as fulltime and adjunct faculty.
Institutional Effectiveness (Steve Kinslow and Christopher Vinger)

OIE functions as well as master planning and evaluation, continuous quality improvement, internal audit, shared governance, and research.

Instruction/Credit (Donetta Goodall and Mike Midgley)

All instructional deans as well as Early College Start, Distance Learning (excluding Video Support Services), International Programs and ESL (credit and non-credit), curriculum development and management, and adult education.

Instruction/Non-Credit (Sandy Gaskin)

All non-credit activities (continuing education, contract training, etc.).

Campus Operations/Support Services (Mary Hensley)

The administrative functions of the AVP of Instructional Support Services, Campus Operations (Managers), and Extension Centers (Duplication, Communication, Food Service, Vending), Campus Police, and estaffing.

Instructional and Information Technology (Ron Brey)

Library Services, Instructional Computing and Technology Services, Instructional Development Services, Information Technology and Video Support Services

Board/Administration/President/EVP (Steve Kinslow)

The President’s office and the Board of Trustees.

Evaluation and Professional Development (Richard Smith)

All faculty and staff, PEP.
Student Services (Kathleen Christensen)

Admissions & Records, Assessment, Advising, Bookstore, Counseling, Cultural Centers, Deans of Student Services, Financial Aid, Recruitment, Registration, Special Services, Veteran Affairs, Learning Labs, Testing Centers, Student Government and Student Life.

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For a timeline of Master Plan activities and important deadlines, please see the Master Plan calendar here:

http://irtcal.austincc.edu:8086/masterplan/
Master Plan Frequently Asked Questions

Use the Frequently Asked Questions (FAQ) link to find answers to common questions about the ACC Master Plan system. Additional questions and answers will be added as needed.

Please refer to the Master Plan Development page for the most up-to-date information on the ACC Master Plan system.
Select the **Initiatives** option to:

- create,
- view,
- modify,
- delete initiatives.

Each initiative is associated with a cluster group. First select the cluster group with which you will be working. Use the drop-down menu to highlight the cluster. Then click the **Continue** button.

After selecting a cluster group, you will see a list of initiatives that have been entered for that cluster group.

Your options are to:

- Create a new initiative (authorized access only)
- View the initiative (all users)
- Modify the initiative (authorized access only)
- Delete the initiative (authorized access only)
Create an Initiative

1. After selecting a cluster, you will be taken to the Initiative List. Click Create New Initiative link at the right of the window to begin.

2. You will be taken to the New Initiative Screen. Fill in the following information:

   - initiative title
   - initiative description
   - link to the initiative memo (optional field for additional descriptive information)
   - cluster group with which initiative is identified
   - Initiative Leader assigned by the Cluster Coordinator. Use the drop-down menu to select. If a cluster member is not listed, contact the Cluster Coordinator.
   - Strategic Priorities and Strategic Priority Objectives associated with the initiative. Click in the field to see your options (see picture below) and click the button next to your choice. Enter the strategic priorities and strategic priority key objectives in the order of relevance: the most relevant to the initiative goes first.

   **Note:** One or more strategic priority key objectives must be entered for each strategic priority. The "delete" button can be used to delete an item. Key objectives with each strategic priority should be ranked in order of relevance, with the most relevant first (to the left).
3. Click the Submit button.

4. You will be returned to the Initiative Summary screen to create a New Initiative Objective (see steps below).

Create a New Initiative Objective

1. To create a new initiative objective, click on the New Initiative Objective button to the right of the Submit button.

2. Enter the following information:
   - initiative objective title
   - initiative objective description
   - intended measurable outcome
   - lead department (Select from the drop-down menu.)
   - locations impacted (Click on the field and select one or more locations impacted.)

   **Important:** The location field is required. It is used for reporting purposes.
   - facilities impact (Select from the drop-down menu.)
3. Click **Submit** to save the new initiative objective.

4. You will be returned to the Initiative Summary Screen. Scroll down to the bottom and click on the **Initiative Objective ID** that you just created (bottom left of window) to enter the associated cost item information.

5. Fill in the following required **cost item** fields:

   **Note**: Any time that an initiative is to use *existing* funds, state this fact in the Initiative Memo field along with the exact dollar amount to be used from existing funds

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object Code</td>
<td>(click for options: general ledger account object code)</td>
</tr>
<tr>
<td>Cost Item Description</td>
<td></td>
</tr>
<tr>
<td><strong>New money requests</strong></td>
<td>in whole dollar amounts for each fiscal year (these dollar amounts will be</td>
</tr>
<tr>
<td></td>
<td>totaled and displayed in the initiatives screen)</td>
</tr>
</tbody>
</table>

   **Important**: When you click submit after entering a cost item, a new row will be created for additional object codes and cost items, if needed.
Note: You will soon be able to prioritize the initiative objectives.

View an Initiative

To the left of each initiative description is a system-generated initiative number used for tracking purposes. When you click on an initiative number, you will see the following information about the initiative:

- Initiative number
- Total Cost for each of three consecutive fiscal years. This is the computed amount for all new money requests entered into the system for this initiative.
- Initiative Title
- Initiative description
- Link to the Initiative Memo (optional field for more detailed descriptive information)
- Cluster group with which the initiative is identified
- Initiative Leader assigned by the Cluster Coordinator
- Strategic Priorities and Strategic Priority Objectives associated with the initiative. Click in the field to see your options and click a radio button to select.
Initiative Objective ID and Description. Click the Initiative Objective ID to view details about the objectives.

When you click on the Initiative Objective ID, you will see the information shown below:
Modify an Existing Initiative

To modify an initiative, click on the blue **Modify** link to the right of the initiative.

You will see screens like the ones shown above with fields that you can modify. Fields marked with a blue asterisk are required fields.

Modify the fields you wish to change and click the Submit button to save your work.

**Modify an Initiative Objective**

Modify the Initiative Objective by clicking on the number associated with it.
Clicking the **Initiative Objective ID** takes you to the Initiative Objective screen where you can view and modify information, as shown below. Modify the data you wish to change and click **Submit**. You can use the delete box and **Submit** to delete an entire cost item row that has been previously created.

**Delete an Initiative**

To delete an initiative, use the Initiative List screen (see View Initiative above) and click **Delete**. Confirm your delete by clicking the **Delete** button.

**WARNING:** Deleting an initiative will cause all of its...
associated initiative objectives and cost items to be deleted as well. This operation CANNOT be undone!
Cluster groups are responsible for prioritizing the initiative objectives within each initiative as well as the initiatives themselves for their cluster group. The Institutional Planning Committee (IPC) is responsible for prioritizing all ACC initiatives.

The process works in this order:

1. Cluster groups prioritize initiative objectives for their initiatives.
2. Cluster groups prioritize their initiatives.
3. The Institutional Planning Committee prioritizes all initiatives.

Cluster coordinators will use the Cluster Prioritization link to rank the initiatives in their cluster according to the degree to which they support ACC's strategic priorities.

The designated IPC leader will use the IPC Prioritization link to rank all ACC initiatives according to the committee's decision.

Cluster Prioritization

1. Click the Cluster Prioritization link.
2. Select a cluster group from the drop-down menu and click continue.
3. On the Cluster Prioritization screen, use the drop down menu to rank the priorities and click Update to save.
Note: You can sort ascending or descending by clicking on the blue triangles next to priority, initiative, title, and initiative leader.
In addition, you can click on the Initiative ID for detailed information about the initiative.

IPC Prioritization

1. Click the IPC Prioritization link, as shown above.

2. On the IPC Prioritization screen, enter consecutive numbers and click Update to renumber and save your prioritization.

Note: The prioritization order of initiative objectives within an initiatives may be changed by the IPC.
Coming soon.