

**Strategic Plan Adem 2017-2023**

<b>STRATEGIC PLANNING</b>					
<b>Strategic Goal</b>	<b>Objectives</b>	<b>Activities</b>	<b>Time frame</b>	<b>Resources</b>	<b>Success Indicator</b>
1. Program Strategic Planning	<p>1.1 Revise and approve the mission, vision, and objectives of the Program.</p> <p>1.2 Revise the strategic plan periodically.</p> <p>1.3 Encourage interdisciplinary collaboration.</p>	<p>1.1.1. Submit the vision and mission to be approved by the faculty.</p> <p>1.1.2. Align the Business Administration Program mission with that of the institution (UPR Carolina) and UPR system.</p> <p>1.2.1. Revise the plan.</p> <p>1.3.1 Develop academic and research liaisons with other academic programs at the University of Puerto Rico at Carolina.</p>	September 2017 – June 2023	Program Head Faculty Members Dean of Academic Affairs	Mission, vision, and objectives approved by the Program’s Faculty
2. Retain professional accreditation credentials by the year 2023.	2.1 Promote continuous faculty staff participation.	<p>2.1.1 Formal and informal meetings about the accreditation process</p> <p>2.1.2 Meetings with the Program Head, Dean of Academic Affairs, and Chancellor</p> <p>2.1.3 Orientation from the ACSBP officials</p> <p>2.1.4 Create brochures, flyers and any other propaganda to have the community and stakeholders informed.</p>	September 2017 – June 2023	Accreditation Coordinator Program Head Chancellor and Faculty meetings Dean of Academic Affairs	Letter of reaccreditation from ACBSP Systemic accreditation coordinators feedback ACBSP mentor feedback Reaccreditation credentials Reaccreditation approval by June 2023.

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	2.2 Reappoint an accreditation committee (Faculty and staff)	2.2.1 Revise a list of responsibilities of the committee. 2.2.2 Election of members in regular meetings	September 2017 – June 2023	Program Head Dean of Academic Affairs	An accreditation committee is reappointed and is aware of their responsibilities.
	2.3 Reappoint an assessment committee.	2.3.1 Revise a list of responsibilities of the committee. 2.3.2 Election of the member of the committee in regular meetings	September 2017 – June 2023	Program Head Dean of Academic Affairs	An assessment committee is reappointed, and member’s responsibilities are assigned.
3. Recruit and retain highly qualified faculty and staff members	3.1 Develop a Recruitment and Development plan for staff and faculty.  3.2 Appoint a distance education coordinator	3.1.1 Promote the selection and recruitment of doctoral qualified faculty. 3.1.2 Encourage faculty to work toward a doctoral degree. 3.1.3 Develop and promote professional development activities for faculty and staff  3.2.1 Develop a list of responsibilities of the coordinator 3.2.2 Alignment with the institutional distance education committee.	September 2017 – June 2023  September 2017 – June 2023	Program Head Dean of Academic Affairs Human Resources Office Program’s Personnel Committee Chancellor  Program Head Dean of Academic Affairs Institutional Distance Education Committee Systemic Distance Education Committee	Recruitment and Development Plan for Faculty and Staff Reports on activities performed Requests for professional development activities  A coordinator is appointed, and responsibilities are assigned
4. Encourage research activities among Faculty Members	4.1 Promote academic research amongst Faculty members.	4.1.1 Arrange the Faculty class schedule in order to provide them time to conduct academic research	September 2017 – June 2023	Program Head Faculty Members Research Committee Center for Research and Academic Creation (CICA)	Published Academic Papers. Percentage of Faculty conducting academic research. Presentation of papers in national and international forums.

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		4.1.2 Create strategic transdisciplinary alliances with other Faculty members and Academic Programs to generate research proposals. 4.1.3 Train Faculty members in the use of different research methods, according to their area of expertise. 4.1.4. Promote the request for research proposals offered at UPR Carolina or UPR System.			Workshops offered Obtained Data Bases (Example: Library's Journal Data Bases).
5. Faculty's professional development.	5.1. Encourage and promote Faculty's professional development.  5.2. Promote among faculty members opportunities to obtain a doctoral degree and encourage the recruitment of doctoral degree faculty.	5.1.1 Encourage faculty to attend and take part in local and international workshops, conferences, and seminars. 5.1.2. Encourage faculty members to obtain professional certifications in Finance and Management 5.2.1 Recruit a higher percentage of faculty members with terminal degrees. 5.2.2 Establish priorities based on the academic program's needs.	September 2017-2023	Program Head Dean of Academic Affairs	Attendance or participation in workshops, seminars, and symposiums. Professional certifications and terminal degrees obtained. Tenure track positions announcement



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	7.3 Keep up to date the Trading Room Laboratory.	7.3.1 Provide maintenance to the equipment in the Trading Room Laboratory			Maintenance of the Trading Room Laboratory
8. Develop a culture of learning and outcomes assessment.	<p>8.1. Prepare a learning and outcomes assessment plan.</p> <p>8.2 Maintain a continuous systematic assessment to enhance student learning and to assist in the establishment of priorities, facilitate planning, and align resources to improve programs.</p> <p>8.3. Implement benchmarking standards to define, measure,</p>	<p>8.1.1 Use effective assessment practices to evaluate and optimize student learning in all settings as an essential aspect to meet the needs of the 21st century student.</p> <p>8.1.2 Allow for easy access to assessment materials (e.g. reports, data, and resources) for all stakeholders</p> <p>8.2.1 Support implementation of effective assessment practice at all levels (campus-wide to individual courses)</p> <p>8.2.2. Promote continuous systematic assessment and utilization of data that assists with strategic planning processes</p> <p>8.3.1 Administer an exam for competencies monitoring (systemic test)</p>	September 2017-2023	<p>Business Administration Faculty</p> <p>Program Head</p> <p>Office for the Research, Planification and Institutional Studies</p> <p>Dean of Academic Affairs</p> <p>Assessment Coordinator</p>	<p>Findings interpretation</p> <p>Approved and deployed Assessment Plan</p> <p>Students' performance results</p> <p>Best practices on assessment implementation</p> <p>Assessment action plans and follow-up for improvement decisions</p> <p>Update assessment reports</p> <p>Web posting of assessment reports</p>

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	<p>and enhance student learning.</p> <p>8.4 Implement an assessment reporting system to simplify and enrich the assessment process.</p> <p>8.5. Maintain a public reporting system of student learning outcomes as a way to be accountable to stakeholders.</p>	<p>8.3.2. Benchmark with accredited higher education institutions offering similar programs.</p> <p>8.3.3 Develop benchmarks linked to student outcomes which enhance program development and student learning.</p> <p>8.4.1 Encourage and provide support to faculty to engage in assessment focused on a particular area of interest/concern.</p> <p>8.4.2 Promote faculty/staff participation in assessment efforts.</p> <p>8.5.1 Maintain assessment data available and easy to find for stakeholders such as faculty, students, parents, and administration.</p> <p>8.5.2. Deploy assessment plans, reports, and instruments at program level.</p>			
<p>9. Action plan to promote students' academic performance and potential, stakeholders' satisfaction, and ethical behavior</p>	<p>9.1 Design a plan for promoting students' academic performance.</p>	<p>9.1.1 Track students' performance and provide reinforcement activities.</p> <p>9.1.2. Increase the use of technology as a learning tool.</p> <p>9.1.3 Review curriculum with stakeholders' input</p>	<p>September 2017 - June 2023</p>	<p>Dean of Academic Affairs Program Head Business Administration Faculty Office for the Research, Planification and Institutional Studies</p>	<p>Academic performance indicators rates Increase in students' performance. Revised Curriculum</p>

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	9.2. Apply the use of technology in the classroom and research activities.  9.3. Acquisition of the necessary software to be used by students and faculty.  9.4 Maintain an update, flexible academic offer with relevance and pertinence to students, employers, and stakeholders.  9.5 Reactivate students' associations.  9.6 Survey stakeholders' satisfaction  9.7 Develop and implement a Code of Ethics for	9.2.1 Update the technological resources available for teaching and research purposes. 9.2.2 Identify internal and external sources of funds. 9.3.1 Identify internal and external sources of funds  9.4.1 Curricular Revision  9.5.1. Recruit and provide students with guidance.  9.6.1 Appoint an Advisory Committee 9.6.2. Provide forums and colloquiums for stakeholders. 9.6.3 Submit a satisfaction questionnaire. 9.7.1. Incorporate the global perspective and ethics in our courses. 9.7.2 Deploy the Code of Ethics			Use of the technology purchased in classrooms and research.   Acquisition of data bases   Implementation of revised curriculum   Creation and reactivation of students' associations  Expected stakeholders' satisfaction. Increase stakeholders' participation. A committee is appointed, and responsibilities are assigned. Code of Ethic acknowledgment Ethics awareness and attitudes change

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	students and faculty	9.7.3 Complete required ethics issues seminars hours			
10. Develop a periodic curriculum revision plan.	<p>10.1 Develop an internal assessment process for the academic curriculum.</p> <p>10.2. Establish external consulting groups.</p>	<p>10.1.1 Faculty meetings</p> <p>10.1.2 Design and revise assessment tools to be used in the Program.</p> <p>10.1.2.1 Administer the selected assessment tools.</p> <p>10.1.2.2 Data tabulation.</p> <p>10.1.2.3 Results interpretation and integration.</p> <p>10.2.1 Identify professionals that represent local industries and commerce that can serve as part of the external consulting group.</p>	September 2017 - June 2023	<p>Program Head Faculty Members</p> <p>Program Head Faculty Members Advisory Board</p>	<p>Data tabulation and result analysis</p> <p>Creation and participation of an external consulting group</p>
11. Increase student's enrollment and retention at Business Administration Program	<p>11.1 Maintain relationship with high school, faculty, and counselors.</p> <p>11.2 Update the student recruitment and retention plan with new strategies</p>	<p>11.1.1. Program meetings with surrounding high school faculty and counselors</p> <p>11.1.2. Prepare proposals for submission to Department of Education</p> <p>1. Participate in high school visits and orientation process.</p> <p>11.2.1 Determine the courses that have low retention rates.</p>	September 2017 - June 2023	<p>Business Administration Faculty Program Head Dean of Academic Affairs Admissions Office Counseling and Orientation Office Dean of Student Affairs Tutoring Coordinator</p>	<p>Official communication between high school and university authorities</p> <p>Official communication between high school and university authorities</p>



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	and according to the systemic plan. 11.3 Establish a Program's mentoring and tutoring program.	11.3.1 Promote sense of belonging, excellence, and responsibility within students participating as mentors. 11.3.2 Provide academic advisory and guidance from freshman to seniors 11.3.3 Track students' performance to provide remedial help			Plan submission and approval Tutoring schedules Registrar's reports Counseling Office Reports Increase retention rates.  Extracurricular activities evaluation report Retention improvement reports  Tutoring offered Increase in students' academic performance