

**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) Ministry and integrated in the upcoming Plan Québec des Infrastructures (P.**

**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-

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

