

# Appendix

## A Checklist for Evaluating the Quality of the Planning Process

A community-wide effort will develop a strategic plan. The leadership team will be prepared to answer these questions for both internal and external audiences.

- ❑ Why is STEM our choice?
- ❑ Who will benefit from it?
- ❑ What research and data have been gathered and used to inform our decisions?
- ❑ Who are the essential partners in this process? Are they potential funding agents?
- ❑ Where are we in the change process? Initial inquiry? Beginning discussions? Ready to begin the change? Along the way?
- ❑ How is the systemwide plan being developed? By whom? Are all aspects of the shift included?
- ❑ What process was used to determine priorities or phases in the shift?
- ❑ What processes have been effective in disseminating and explaining the proposed changes?
- ❑ What plans for regular communication, feedback, and adjustments are built into the process?
- ❑ How will we respond to those expressing opposition? Who will take the lead for that responsibility?

- ❑ How will we discover and address the individual impact to those affected by these changes?
- ❑ How will we attend the emotional challenges associated with the change process, such as feelings of loss and of fear from faculty members, parents, and students?
- ❑ Have we established a timeline in which all steps are clearly articulated, with dates for checking in, communicating out, and anticipated completion?

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