Academic Planning and Management

“When planning for a year, plant corn. When planning for a decade, plant trees. When planning for life, train and educate people.” Chinese Proverbs

By:
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University of Central Punjab
HEAD-MBA Projects
By the end of the session we will be able to

- Understand the Academic Planning and Management (APM) process
- Adapt a strategic approach to Semester planning as per the curriculum
- Exercise the Academic Planning Skills for a Unit plan
- Explore the opportunities for innovation and active learning
Effective teachers – networked

Effective teachers are......
WHAT IS PLANNING?
What is planning?

- The process of setting goals, developing strategies, and outlining tasks and schedules to accomplish the goals.

Read more: [http://www.investorwords.com/3710/planning.html#ixzz1EZrykr9d](http://www.investorwords.com/3710/planning.html#ixzz1EZrykr9d)

- Strategic planning is the process of identifying an organization's long-term goals and objectives and then determining the best approach for achieving those goals and objectives.

  www.bu.edu/hr/glossary/STU/

- Why, What, When, How
Why Planning?

- 80/20 rule
- Ensure effective utilization of the common asset - Time
- Predict problems and prepare solutions
- Achievement of goals
- Accomplishment of shared vision
Which of the following worth Planning?

On the lighter note!

- Delivering a Speech
- Attending cosine's wedding-ceremony
- Your own child’s wedding.
- Shopping
- Daily office work
- Aftaar-Party at your place
- The Electricity Issue
- A basic course of a degree programme
<table>
<thead>
<tr>
<th>Event</th>
<th>Yes/No</th>
<th>When to start planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliver a Speech</td>
<td></td>
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<tr>
<td>Attending cosine's wedding-ceremony</td>
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<tr>
<td>Your own wedding.</td>
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<td>Going for shopping</td>
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<td>Daily office work</td>
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<td>Aftar-Party at your place</td>
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<tr>
<td>Teaching</td>
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<td>Chairing a meeting</td>
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<tr>
<td>Conducting a worktops</td>
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<tr>
<td>Electricity issue</td>
<td></td>
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<tr>
<td>Deliver a Speech</td>
<td>Yes</td>
<td>3-Days</td>
</tr>
<tr>
<td>Attending cosine's wedding-ceremony</td>
<td>Yes</td>
<td>10-Days</td>
</tr>
<tr>
<td>Your own wedding.</td>
<td>Yes</td>
<td>6-months approximately</td>
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<tr>
<td>Going for shopping</td>
<td>Yes</td>
<td>Two days before</td>
</tr>
<tr>
<td>Daily office work</td>
<td>Yes</td>
<td>Today’s Day-end</td>
</tr>
<tr>
<td>Aftar-Party at your place</td>
<td>Yes</td>
<td>15-Days</td>
</tr>
<tr>
<td>Teaching</td>
<td>Yes</td>
<td>One-day before (micro plan)</td>
</tr>
<tr>
<td>Chairing a meeting</td>
<td>Yes</td>
<td>Three days before</td>
</tr>
<tr>
<td>Conducting a worktops</td>
<td>Yes</td>
<td>Ten-days before</td>
</tr>
<tr>
<td>Electricity issue</td>
<td>Yes</td>
<td>10 years before</td>
</tr>
</tbody>
</table>
“Planning is bringing the future into the present so that you can do something about it now”

Alan Lakein
“When planning for a year, plant corn. When planning for a decade, plant trees. When planning for life, train and educate people.” Chinese Proverbs
What difference planning make?

How it ensures ‘effective teaching’?

Pen down your opinion!

10-minutes
“I never try to teach my students anything. I only try to create an environment where they can learn”

—Albert Einstein
GOOD PLANNING

• Keeps the teacher and students on track
• Achieves the objectives
• Helps teachers to avoid “unpleasant” surprises
• Provides the roadmap and visuals in a logical sequence
• Provides direction to a substitute
• Encourages reflection, refinement, and improvement
• Enhances student achievement
What is Academic Planning
Academic Planning is...


- The four main sections include landscape analysis; program analysis; program design and improvement; and learning paradigms. The conclusion offers information on how to prepare your academic design plan. by Bill Warner and Bill Ammentororp
Academic Planning

- HEC
- University Management
- HOD
- Instructor
Hence we conclude that Academic Planning is a Strategic process!
• To generate knowledge for global competitive advantage and become a leading world class institute.
To play a leading role as a University of Engineering and Technology and conduct teaching and research that is internationally relevant and has a direct bearing on country’s industrial, technological and economic development.

**UET’s Mission**

HOW can we achieve this reason of existence? Group Activity 15 minutes
Core Values

The University is guided by the following core values:

• Merit
• Discipline
• Commitment
• Excellence
Now we know
Vision
Mission
And Core Values

Let's look at the Planning Cycle
The teacher’s perspective....
Approaches to Plan

- Reading time 10 min
- Choose any two elements
- List possibilities of HOW WILL YOU ACCOUNT FOR while planning?
- Guided group work (15 minutes)
- **Curriculum** is standards, benchmarks, experiences, skills, integration of courses to ensure achievements of standards by students.

- The purpose of the **semester plan** is to allow the student to work their schedule for their own maximum efficiency and effectiveness.
Sample Module/ Semester Plans

• Course break up semester wise
• Curriculum for a course
• Curriculum Format (Module-wise)
Cover all Learning Levels through assignments and methodologies

- **Knowledge** - the recall of acquired knowledge.
- **Comprehension** - understanding of knowledge.
- **Application** - apply concepts to new situations.
- **Analysis** - examining information to develop conclusions. Organize and differentiate.
- **Synthesis** - apply knowledge & skill to produce something new, formulation of new structure.
- **Evaluation** - conscious value judgments based on clearly defined criteria.
<table>
<thead>
<tr>
<th>Seminar Plan</th>
<th>Seminar Plan</th>
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</thead>
<tbody>
<tr>
<td>• Objectives</td>
<td>• Course requirements</td>
</tr>
<tr>
<td>• Content</td>
<td>• Course description</td>
</tr>
<tr>
<td>• Reading material</td>
<td>• Course objectives</td>
</tr>
<tr>
<td>• Methodologies</td>
<td>• Textbook</td>
</tr>
<tr>
<td>• Activity Calendar</td>
<td>• Reference books</td>
</tr>
<tr>
<td></td>
<td>• Assessment and Evaluation</td>
</tr>
<tr>
<td></td>
<td>• Calendar of Activities</td>
</tr>
<tr>
<td></td>
<td>(week / content / task or activity)</td>
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</tbody>
</table>
Prepare your semester plan

• 20 minutes
What are the things to be kept in mind?

• Your feedback!
Know your students
- Students background knowledge
- Skill profile
- Attendance trends

Define the scope
- Decide SLO topic wise
- Content break-up
- Semester Progression
- Continuous Assessment opportunities

How others have done?
- Surf Net
- Read books
- Observe peer
- Choose a mentor
Summing Up!

- Look at a clip
Curriculum is...

- a defined and prescribed course of studies, which students must fulfill in order to pass a certain level of education.
By the end of the session we will be able to

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- Explore the opportunities for active learning
Curriculum

- http://www.annauniv.edu/academic/University%20Departments%20-R2009/TABLE.htm
- http://www.facultyfocus.com/topic/articles/curriculum-development/
- [higher education faculty focus]
Be Proactive

Put first things first

Begin with the End in mind

First Understand then understood

Team Work
Making a Unit plan

- Read the handout carefully
- Choose a unit from the module you prepared
- Prepare a unit plan
- Time allocated 30 minutes
KNOW HOW TO BE PREPARED