

Arsi University
College of Business and Economics



***Preparation plan for the academic year
2015/2016***

August, 2015
Assela

Introduction

Planning is the cognitive, creative, and behavioral process of developing a sequence of activities intended to achieve a goal or move toward an imagined future state. Scholars have looked at organizational planning in many ways. Most would agree with scholar Henry Mintzberg, who sees planning as a formal process that includes analysis, creativity, and synthesis of ideas. This process helps people identify steps, activities, and decisions that can be integrated to move people and organizations toward a desired future state. (Annie M.).

Likewise to achieve the desires of the collage and then the university, planning is the primacy and Pivot activity that should be done first. Achieving the vision of the university is a nightmare, if things are done and doing haphazardly. This is the time for preparation of the coming academic year, for the execution of pre-season activities or (preparation period) I planed the following things.

Activity 1:- Reorganize the collage

Objective: - to reform the collage, so that activates and resources are organized and the organization have strong bureaucratic frame work. Considering the following structures, the following short listed tasks will be done to renovate the collage's structure.

Figure 1.1 Collage of Business and Economics Organization

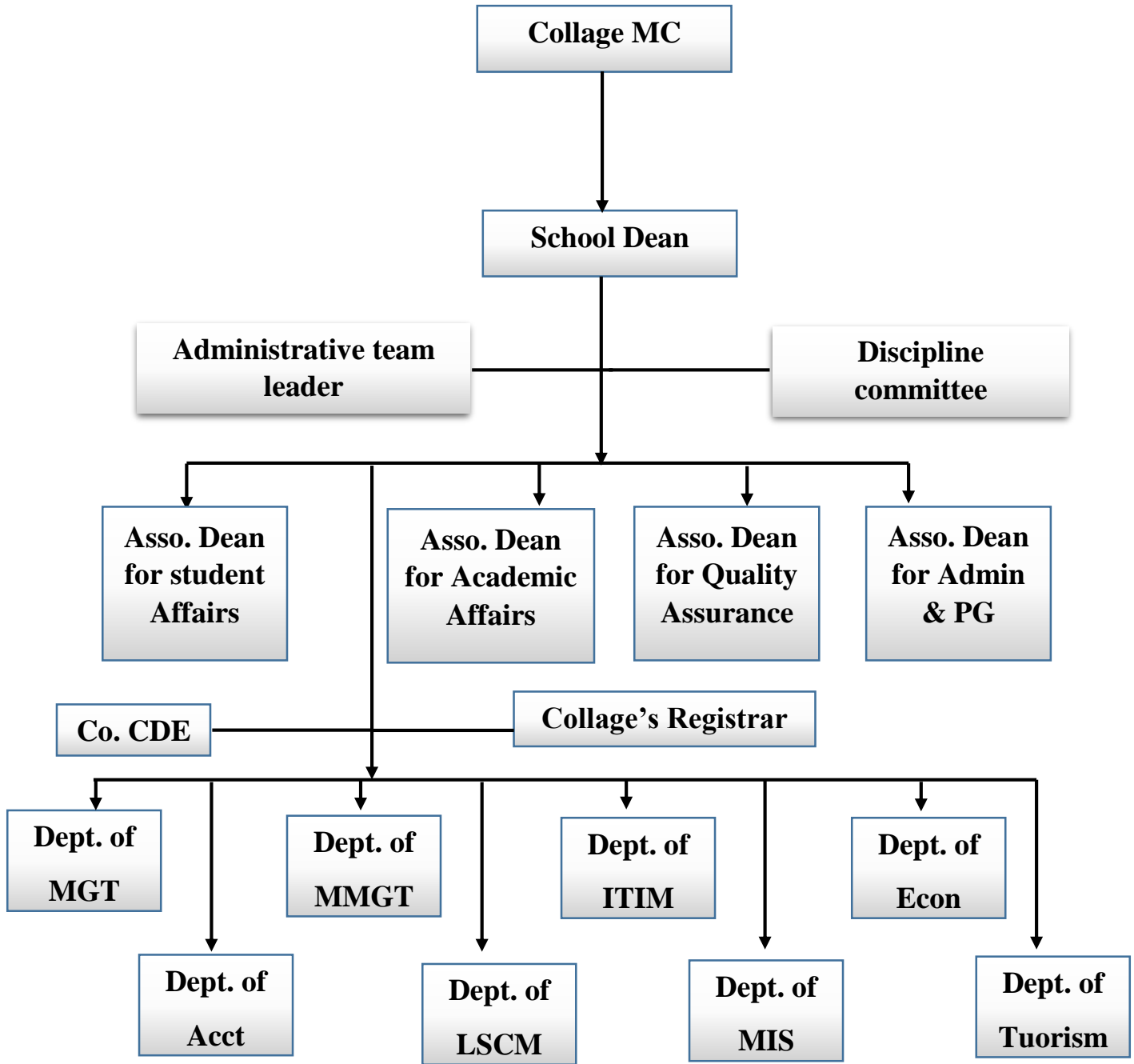
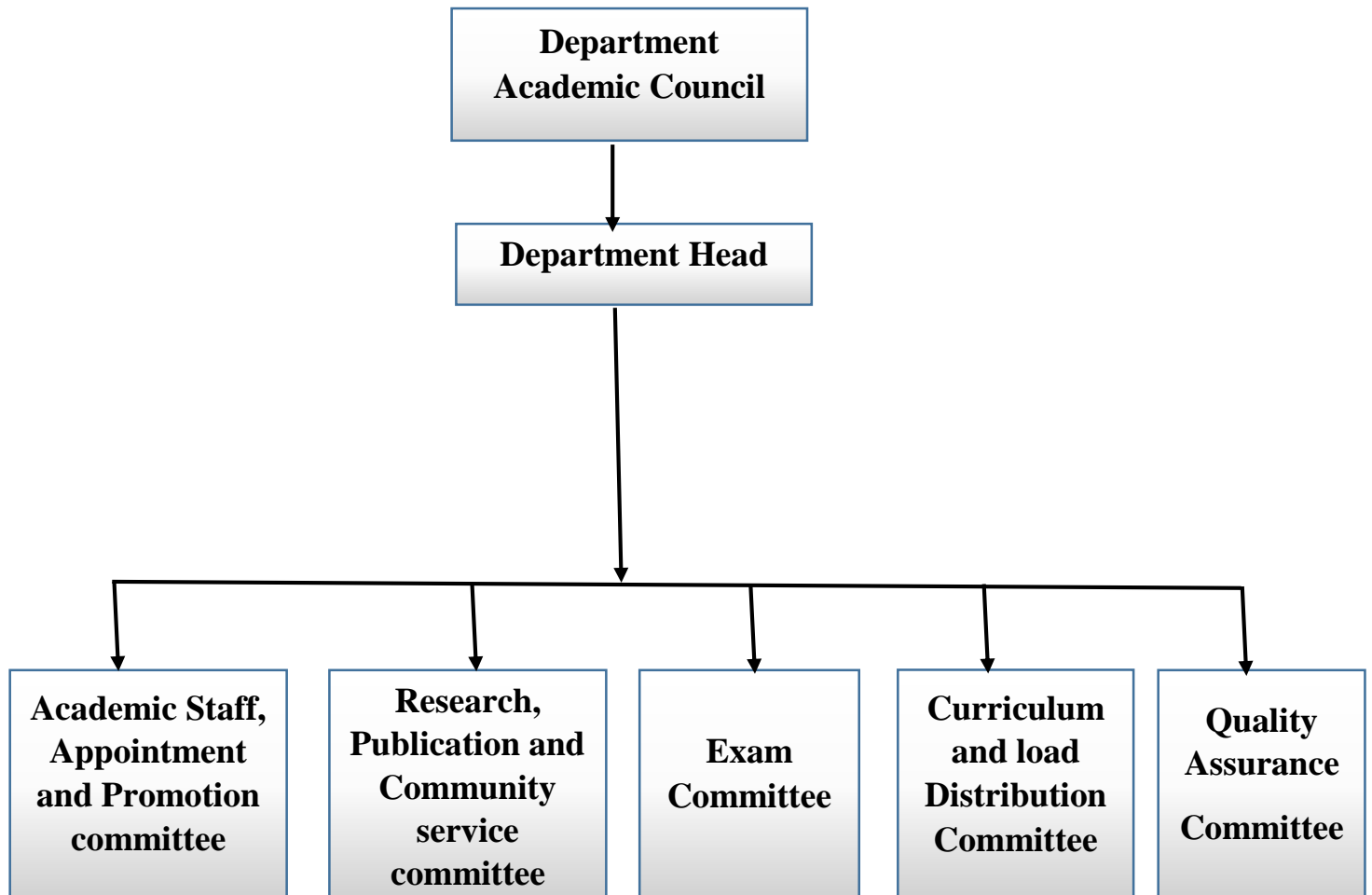


Figure 2:- Organizations of Departments in the Collage



Task: 1:- identify department heads, who complete their term and select department head for another term as per the senate legislation.

Objective: - to replace the exhausted department heads, with new and energetic staffs. To makes other staff members of the department to come to the position and contribute their level best. Furthermore it is very important to exercise democratic leadership in the department.

Time frame: - from 17, August 2015- 28, August 2015.

Procedure

- Identify departments with head who completes his/her term.
- Inform them that their position is expired and arrange a meeting for new nomination.

- Select the one from the three nominees and write appointment letter.
- Facilitate the handover process.

Task: 2 after all depart heads, whose term is completed are replaced by another, the next task is letting the departments to identify their full time instructors and staffs on a study leave.

Objective: - this is to make every department aware of their full time staffs, so that they can plan for the activities and tasks of the department. In addition to this every department has staffs at study leave. Almost all departments didn't know the status of their staffs at study. This may affect both the staff and the collage. If the staff is not followed, he/she may be reluctant and take more time than the standard, so that he/she may waste their time. On the other hand the collage may incur more education (staff development) cost and waste its human power.

Time Frame:-28, August – 4, September 2015.

Procedure:-

- Let them identify their full time staffs.
- Let the staffs at study leave to report to the department head.
- The department will report to the collage dean office.
- As per the report the dean office will take any action appropriate in collaboration with the respective department head.

Task 3:- let the department heads form different committees which will be functional beyond being skeleton.

Objective: - this task is aimed to bring the staff's presence to the college's compound. As part of duty of instructors, they need to participate in extracurricular activity. Forming different committee at department level makes the job environment enjoyable to every staff of the department. It enhances the team spirit of the department, because burdens of the department will be shared by every member of the staff and quality of work at department level can be maintained. In turn it contributes to work quality of the school and the university at large.

Time Frame:-7 -11 September 2015

Procedure:-

- Let every department arrange a meeting for self-evaluation and committee formation.
- Organize the department staffs to different committee based on their interest and capacity.
- Let each committee, prepare their program and communicate to the department head.
- The department head assure that, every member of the department participate in either of the committee.
- Report the overall committee formation and their program to the school dean.
- Late the comities functional.

Task: - 4:- Notify the staff members their last semester performance.

Objective: - to make the staff members of every department, aware of their performance, so that they will strive to tackle their limitation or weakness and capacitate their strength.

Time Frame:-7 -11 September 2015

Procedure:-

- The department head issue the instructors last semester performance.
- If there are instructors to be advised, the department head will communicate them.
- The copy of their performance evaluation will be send to college's dean office.

Task: 5:- late departments arrange a meeting for department harmonization.

Objective: - each committee in the department can't have different objective. All together interactively works to achieve the department's objective and the college's objectives at large. To assure smooth team work and maintain states-co the department will arrange departmental meeting and let them aware of their duty and responsibility.

Time Frame:-14 -16 September 2015

Procedure

- The department head will arrange departmental meeting.
- Describe the role and responsibilities of different committee.
- Discuss on different issues of the different committees in the department.

- Report the meeting result to the college's dean.

Task: 6: arrange meeting at school level

Objective: - to boost the team spirit of the College. Because a single department from the college couldn't achieve the objectives of the college or department working in isolation will not meet the objectives.

Time: - 18, September 2015

Procedure:

- The dean first make sure that departmental meetings are held properly and periodically in each department.
- Announce the meeting date, Time and agenda through communicating Department heads and posting notices at notice board.
- Conducting the meeting timely and properly.
- Aspiring the staffs and informing them to contribute their level best for the college specifically and the university in general.

Activity two: - Experience sharing

With the following tasks, the school associate deans, department heads and staff members will create link and share experience with another similar colleges of another universities and equivalent colleges of our university.

Task 1:- arrange experience sharing tour

Objective: - the objective of this trip is to see how other similar colleges and their respective departments are doing in another university. Looking their experience, we may share experience in academic matter management. Furthermore, such a group trip will create intimacy, intern this intimacy will harmonize the working environment of the college.

Time: - 21-23, September 2015

Procedure

- Select business at least two colleges or schools with good reputation.
- Communicate to their deans and arrange the experience sharing program.

- Process the par dime of the trip team.
- Make the trip
- Let each department share the experience to their staff members.

Task2:- arranging an event for getting all collages staffs together

Objective: - a success of a university is not measured only from the success of one college prospective. Rather it is the synergy of all colleges in the university. To realize the synergic result all colleges needs to work together. Unless staffs at different colleges are introduce each other and adjust their mental set up, it will be only a dream. I hope that there is no event which bring these colleges' together best than sporting event. In collaboration with the Academic vice president and other professionals on the filled we will arrange "inter-colleges cup for university's harmony 2015".

Time:-23, Septmber-9, October 2015.

Procedure:-

- Organize the sport event organization committee
- Communicate all colleges to organize their team.
- Prepare the schedule
- Conduct the tournament
- Award the historic cup for the winning school.

N.B:- if we take the initiative for the starting of such event the hosting might be done by each college in round

"People may talk more about you, the one who speak loud and real is your work"