

AP 3250 INSTITUTIONAL PLANNING

Reference:

Accreditation Standard I.B; Title 5, Sections 510008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, 56270 et seq.

Development of the Strategic Plan

The college's Strategic Plan involves broad based input from all constituent groups, as well as appropriate external input and data. Development of the plan shall be conducted via a comprehensive self-study of the college's strengths, weaknesses and opportunities, and shall proceed according to a timeline that includes the following:

August to November

Strategic Planning Committee determines strategic needs to be addressed and major planning goals within each area of need, based on review of the Mission Statement, Educational Master Plan, Facilities Master Plan, program reviews, projected enrollment, projected revenue, measures of effectiveness and related college-wide research.

December to February

Create draft planning document to include major goals, primary responsibility, and estimated staffing and/or financial resources required.

February to April

Campus review of draft planning document, to include Campus Community Meetings, review by Academic and Classified Senates, Student Government, and Board of Trustees.

May to June

Governing Board approval.

Progress on Goals

The status of each strategic goal and related tasks shall be assessed annually by the Strategic Planning Committee during the spring semester, and reported to the campus In Campus Community meetings scheduled for this purpose. A status report shall also be provided to the Board at least annually.

Modifications

Modifications to planning goals shall be made at least once every three years, based on a review of program reviews and relevant internal and external data. Sudden adjustments within a year that are required as a result of major changes in state funding, program requirements, staffing issues, student outcomes, natural disaster, and/or unanticipated opportunities shall be drafted by the Strategic Planning Committee and communicated to all constituent groups in a timely manner. Comments and recommendations from employees shall be

elicited within a reasonable time frame. Modifications shall be subject to approval by the Board of Trustees at its first meeting following review of comments and recommendations by the Strategic Planning Committee.

Annual Program Review and Operational Planning

Each academic division, student services department, administrative office, and instructional support unit (Learning Resource Center and Library) shall submit priorities for the following year in advance of budget development for that year.

Annual priorities and needs shall be made known to the Strategic Planning Committee and the Budget Committee by means of a single document containing (1) an annual program review update, (2) a progress report on goals and objectives from the previous year, (3) goals and objectives for the next year (these may be from one to three years in scope), and (4) a proposed budget. This Annual Program Review document will be due by a date in October, to be announced by the end of August. The Superintendent/President shall determine the annual planning calendar after consultation with the Strategic Planning Committee, the Cabinet, the Associated Students, and the two Senates.

Objectives listed in each Annual Program Review shall be linked to the most closely related goal within the Strategic Plan and shall include a description, assignment of primary responsibility, and estimated staffing and/or financial resources required. Completed Annual Program Reviews shall require the approval of the appropriate administrator, and shall be reviewed by the Strategic Planning Committee and Budget Committee.

The approximate timetable for Annual Program Review and Operational Planning is as follows:

August to October

Divisions, departments and support units update Annual Program Review, prepare Progress Report on previous year's goals & objectives, develop new/revised goals and objectives for upcoming year, and submit a Proposed Budget.

October Review/Approval of plans by appropriate administrator

October to December

Review of plans by Strategic Planning Committee and Budget Committee

November

(At least one) Joint meeting of Strategic Planning Committee and Budget Committee to review strategic priorities and establish working process/protocols for development of budget (per AP 6200).

By January 31

Chief Financial Officer presents comprehensive draft budget to Budget Committee.

February to March

Budget Committee conducts detailed review of budget (per AP 6200), with at least one Joint Meeting with Strategic Planning Committee.

March to May

Strategic Planning committee assesses progress on strategic goals, prepares report for Campus Community and Board of Trustees.

August of following year

Annual cycle commences again, with announcement of due-date for Annual Program Review document.

October of the following year

As part of Annual Program Review submission, each academic division, student services department, administrative office, and instructional support unit reports on progress on annual goals and objectives from the previous year.

Progress on Operational Goals

Operational goals shall be assessed in the fall of each year by the division, department or unit in which they originated. Mid-year assessments are advisable, but not required. A progress report based on the previous year shall be submitted to the Strategic Planning Committee by October of each year.

Modifications

Modifications to planning goals required as a result of major changes in state funding, program requirements, staffing issues, student outcomes, natural disaster, and/or unanticipated opportunities shall be drafted by the division, department, or unit at any time and submitted to the Strategic Planning Committee by the appropriate supervisor. Modifications requiring changes to the Strategic Plan shall proceed according to guidelines described under Development of the Strategic Plan/Modifications, above.

Plans Required by State and/or Federal Agencies

Institutional planning also includes plans required by State and/or Federal agencies. All plans required by State and/or Federal Agencies shall comply with the designated timelines and reporting formats.

Board Policy: #3250

Approvals:

Cabinet: March 13, 2007, September 3, 2009