AP 3250 – Institutional Planning

Approved by Leadership: August 2013

References: Accreditation Standard I.B;
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

The college uses the Multi-year Integrated Planning System (MIPS), shown below, as its mechanism for reviewing, updating, and implementing plans. This system ensures that each component of the planning system is integrated with the college’s mission, values, vision and overall strategy. The Planning and Budget Committee provides oversight for MIPS and reviews this system at least every five years. Additionally, the Educational Master Planning Committee provides advice and recommendations to the Planning and Budget Committee about the system.

Multi-year Integrated Planning System

Institutional Bedrock (Five yr cycle)
- Mission
- Values
- Vision
- Community Input
- Institutional Assessments (annual)

Supporting Plans (Developed 2013-2014) Updated annually
- Facilities Master Plan
- Technology Master Plan
- Human Resource Development and EEO Plan
- Student Equity Plan
- Foundation Strategic Plan
- Outcomes Assessment Plan
- Perkins Plan

Educational Master Plan (Refine Spring 2013 - Fall 2014)(Five yr cycle)
- Strategic Initiatives
- Strategic Direction 2013-2014
(implementation strategy for the strategic initiatives that focuses the institution, programs and services on student learning)(updated annually)
- Component of annual Planning, Budget, and Assessment (PBA) process
- Aligns unit plans with college strategy
- Guidance for the development of supporting plans (Fall 2013)

Strategic Initiatives (Refine Spring 2013) (Five yr cycle)
- Appreciative Inquiry
- Descriptors for each initiative formatted as five year institutional outcomes

Unit Plans (developed annually)
- Component of annual PBA process
- Align resource requests with budget
- Updates program future development strategy as defined through program review
- Aligns results of assessment processes with budget (SLOs, PLOs, AUOes)

Program Review
- Academic (Six yrs Cycle)
- Student Services (Six yrs Cycle)
- Administrative (Three yrs cycle)
  - Reviews status of each program
  - Defines future development and assessment strategy for each program

Refined Nov 28, 2012
MIPS components include:

- **Institutional Bedrock.** These items, with the exception of the Institutional Assessments, are conducted approximately every five years. A Task Force is established to update the Mission and Values, the Vision is developed by the Board with input from the College Council, and the Community Input is obtained from forums conducted in the community.

- **Strategic Initiatives.** These are established at an all-campus retreat and approved through the college’s general participatory governance process with the Planning and Budgeting Committee providing oversight for this process.

- **Educational Master Plan.** This is developed by the Educational Master Planning Committee and provides the basis for the development of Supporting Plans, informs Program Review, and provides alignment for the development of Unit Plans. The Strategic Direction, which is the college’s implementation strategy for its Strategic Initiatives, is updated by the Educational Master Planning Committee each year as part of the Planning, Budgeting and Assessment (PBA) Process.

- **Supporting Plans.** These are developed by existing teams based on guidance provided in the Educational Master Plan. The idea is to use the existing governance group for each functional area to develop the supporting plan for that area. For example, the Technology Master Plan is developed and reviewed by the Technology Council.

- **Program Review.** These are conducted every six years for the Academic and Student Services areas. Administrative areas use the annual Unit Plan as their Administrative Program Review and supplement this with a detailed review of Administrative Unit Outcomes at least once every three years. The College Council reviews program reviews. This group, which includes leaders from each constituent group, then disseminates the results of these program reviews throughout the campus.

- **Unit Plans.** These are conducted, using the automated process, every year as part of the college’s PBA process. Unit plans are aligned with the college’s Strategic Direction and outcomes assessment results. A major objective of the unit planning process is to align resource requests with the annual budgeting process.

The Mission, Values and all institutional plans are approved through the college’s general participatory governance process and by the Board of Trustees.

The Office of the Vice President for Planning, Research and Organizational Development provides research and data support for these plans.

Categorically funded programs, to include the Student Success and Support Program, will develop and submit plans as required by Title 5 and the Chancellor’s Office.

Certain plans, to include Student Equity and Equal Employment Opportunity (EEO), are submitted, as required, to the Chancellor’s Office when they are approved.