

## **Chapter 3 - General Institution**

### **AP 3250 Institutional Planning**

#### **References:**

Accreditation Standards; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

The College has an institutional planning body, known as the President's Advisory Council (PAC), which includes representatives from management, faculty, staff, and Associated Students. The charge of PAC is to represent the overall interests of the College consistent with the College's Mission, Vision, and Core Values. One of the functions of PAC is to assure the effectiveness of ongoing planning processes by periodically reviewing and recommending institutional planning decisions and processes that are coordinated and consistent with the established direction and focus of the College.

These planning processes include, but are not limited to the following:

- Planning for Institutional Effectiveness
- Accreditation Criteria
- Student Equity Plan
- Facilities Plan
- Long Range Educational or Academic Master Plan
- Faculty and Staff Diversity Plan
- Matriculation Plan
- Strategic Plan
- Budget Processes

These plans are recommended to PAC by established governance committees with distinct responsibilities related to overall planning of the institution.

The institution assures the effectiveness of its ongoing planning processes by systematically reviewing, evaluating, and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts.

#### **Program Review**

The Institutional Effectiveness Committee will coordinate and periodically evaluate the College's program review process. The goal of program review is to conduct unit/department based planning and evaluation that supports and aligns with College procedures for budget development and resource allocation as well as integrate with the intentions and practices relating to student learning outcomes. The College recognizes that an effective planning and evaluation process should be user friendly, data driven, and ongoing (as opposed to multi-year cycles).

## Assessment of Integrated Planning

At least twice each year, PAC will convene as an expanded body to assess the effectiveness of integrated planning. The purpose of this periodic assessment is (1) to assess the effective integration of ongoing planning processes, and (2) to make recommendations on integrated planning to the College President. The expanded body shall include the following positions/assignments:

1. Members of the President's Advisory Council
2. Vice President, Instruction
3. Vice President, Student Services
4. Vice President, Administrative Services
5. Vice President, Human Resources
6. Associate Vice President, Instruction
7. Associate Dean, Instruction
8. Chief Technology Officer
9. Associate Dean, Student Success and Equity
10. Director, Facilities Planning and Management
11. Director, Assessment and Matriculation
12. Director, Research and Institutional Effectiveness
13. Faculty Outcomes Coordinator
14. Faculty (Co-)chair of Campus Equity and Diversity Committee
15. Faculty (Co-)chair of Student Equity Committee
16. Faculty (Co-)chair of Student Success Support Plan Advisory Committee
17. Faculty (Co-)chair of Basic Skills Coordinating Committee
18. Four classified staff appointed jointly by CSEA 262 and 651
19. Four students appointed by Associated Students
20. One faculty member appointed by the Faculty Association

References revised: February 2008

Revised: September 2011

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

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