

Chapter 3 - General Institution

AP 3250 Institutional Planning

References:

Accreditation Standards; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, ~~55540~~, and 56270 et seq.

The College has an institutional planning body, known as the President's Advisory Council (PAC), which includes representatives from ~~management~~ **administration**, faculty, ~~staff~~ **classified professionals**, 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~~ **Educational and Facilities Master Plan**
- ~~Faculty and Staff Diversity Plan~~ **Equal Employment Opportunity Plan**
- ~~Matriculation Plan~~
- Strategic Plan
- Budget Processes
- **Information Technology Master Plan**
- **Professional Development Plan**

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 with the Planning for Institutional Effectiveness Committee (PIEC)** and **to** 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~~ **outcomes assessment**. The College recognizes that an effective planning and evaluation process should be user friendly and 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, School of Continuing Education**
4. Vice President, Student Services
5. Vice President, Administrative Services
6. Vice President, Human Resources
7. Associate Vice President, Instruction
8. **Associate Vice President, School of Continuing Education**
9. **Associate Vice President, Student Services**
10. **Associate Vice President, Administrative Services**
11. **Associate Vice President, Human Resources**
12. ~~Associate~~ Dean, Instruction
13. Chief Technology Officer
14. Associate Dean, Student Success and Equity
15. Director, Facilities Planning and Management
16. ~~Director, Assessment and Matriculation~~
17. Director, Research and Institutional Effectiveness
18. Faculty Outcomes Coordinator
19. ~~Faculty (Co-)Tri-chairs~~ of Campus Equity and Diversity Committee
20. Faculty (Co-)chair of Student Equity Committee
21. Faculty (Co-)chair of Student Success Support Plan Advisory Committee?
22. ~~Faculty (Co-)chair of Basic Skills Coordinating Committee~~
23. Four classified staff appointed jointly by CSEA 262 and 651
24. Four students appointed by Associated Students
25. **Student Trustee**
26. One faculty member appointed by the Faculty Association
27. **Institutional Effectiveness Committee members**
28. **Faculty Accreditation Coordinator(s)**
29. **Planning and Institutional Effectiveness Committee members**

References revised: February 2008

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Reviewed: May 10, 2016

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