

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 members of PAC, plus the following positions/assignments:

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

References revised February 2008

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