

## Chapter 3 - General Institution

### AP 3250 Institutional Planning

#### References:

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

The College has an institutional planning body, known as the President's Advisory Council (PAC), which includes representatives from administration, faculty, 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
- Educational and Facilities Master Plan
- Equal Employment Opportunity 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) 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 integrates with the intentions and practices relating to outcomes assessment. The College recognizes that an effective planning and evaluation process should be user friendly and data driven.

## 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:

Members of the President's Advisory Council  
Vice President, Instruction  
Vice President, School of Continuing Education  
Vice President, Student Services  
Vice President, Administrative Services  
Vice President, Human Resources  
Associate Vice President, Instruction  
Associate Vice President, School of Continuing Education  
Associate Vice President, Student Services  
Associate Vice President, Administrative Services  
Associate Vice President, Human Resources  
Dean, Instruction  
Chief Technology Officer  
Associate Dean, Student Success and Equity  
Director, Facilities Planning and Management  
Director, Research and Institutional Effectiveness  
Faculty Outcomes Coordinator  
Faculty (Tri-)chair of Campus Equity and Diversity Committee  
Faculty (Co-)chair of Student Equity Committee  
Faculty (Co-)chair of Student Success Support Plan Advisory Committee  
Four classified staff appointed jointly by CSEA 262 and 651  
Four students appointed by Associated Students  
Student Trustee  
One faculty member appointed by the Faculty Association  
Institutional Effectiveness Committee members  
Faculty Accreditation Coordinator(s)  
Planning and Institutional Effectiveness Committee members

References revised: February 2008

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