



Book	Board Policies
Section	Chapter 3 General Institution
Title	Institutional Planning
Number	BP 3250
Status	Active
Adopted	October 5, 2004
Last Revised	July 1, 2008

### **Institutional Planning**

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

- Long range educational or academic master plan, which shall be updated periodically as deemed necessary by the Board.
- Facilities plan
- Faculty and staff diversity plan
- Student equity plan
- Matriculation
- Transfer Center
- Cooperative Work Experience
- EOPS

The Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board.

The Chancellor shall inform the Board about the status of planning and the various plans.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

See Administrative Regulation 3250

References: Accreditation Standard I.B; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270, et seq.

Adopted by the Governing Board: April 2, 1985; October 5, 2004

Revised: July 1, 2008

### **Institutional Planning**

As required by state law, Board Policy and Administrative Regulations, the colleges, centers and District Office, through a broad-based process with representation from faculty, administration, classified staff, students and the community, will review and recommend planning decisions and strategic decisions related to human, physical, technology, and financial resources. Applying the criteria of the current Accreditation Standards, the planning process will be guided by adopted vision and mission statements and will develop specific goals, objectives and strategies, which have measurable outcomes and specific accountability.

The District's strategic plan will be a rolling plan and will be presented to the Board of Trustees for approval. It will be updated and extended annually. The administration will present annual reports to the Board regarding the District's progress in accomplishing the strategic plan, normally at the December meeting.

In addition to the District's strategic plan the District will develop other institutional plans as required by law and regulation, including an Equal Employment Opportunity Plan, Student Equity Plan, an Educational Master Plan and a Five Year Construction Plan.

The development of institutional plans will provide for the involvement of faculty, administration, classified staff, students and members of the community, as appropriate.

Institutional effectiveness research program reviews and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.

These plans will be submitted to the California Community College System's Office for approval, if required.

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

Adopted by Chancellor's Cabinet: August 18, 2008