



AP 3250 Institutional Planning

References:

Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5;
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, 56270
et seq.

The Strategic Planning Council (SP) is a shared governance council that provides oversight and monitoring of the various planning documents within the institution in order to accomplish the mission and goals of the District. SP utilizes the Educational Master Plan, which is the District's strategic plan, to review the mission, vision, values, and practices of the institution and to monitor and modify the Strategic Goals and the Institutional Learning Outcomes (ILOs). The Council reviews the annual budget requests brought forward by the Budget Subcommittee and makes a recommendation to the Superintendent/President to fund those requests that utilize institutional resources most efficiently in accomplishing the District's strategic goals and improving the institutional learning outcomes (ILOs). SP works collegially with the Superintendent/President to recommend budget priorities in a timely fashion. The Superintendent/President may recommend budget expenditures to the Board of Trustees without consensus of the SP in those instances of legal and fiscal responsibility, as cited in both Education Code and Title 5. The Superintendent/President submits budget recommendations to the Board of Trustees for approval.

SP obtains feedback from both the community and campus in identifying educational program needs, ensuring that what is considered aligns with the mission of the college. The mission of the college is reflected in the ILOs that encompass diverse perspectives, application of lifelong learning skills, breadth of knowledge using oral and written communication, good citizenship, and career opportunities for economic well-being. The college mission and ILOs direct the development and revisions to the Educational Master Plan. The Educational Master Plan drives the instructional programs, services to students, and the college operations.

The Finance Plan, Facilities Plan, Human Resources Plan, Computer and Information Technology Plan, and Enrollment Management Plan all ensure that the Educational Master Plan is supported and accomplished. Subcommittees or subgroups of the SP are responsible for the development of each plan and a Communication Subcommittee is responsible for disseminating information to the entire campus and general community on the process and outcomes for budget decisions that meet the mission of the college.

Program Review, Student Equity and Achievement Plan, Accreditation Self Study, transfer rates, and input from the vocational program advisory groups provide data, both qualitative and quantitative, for the assessment and development of each plan and



provide continual input into the overall planning, assessment, and evaluation of the Educational Master Plan.

The Educational Master Plan, along with each supporting plan, contains Student Learning Outcomes and/or Operational Outcomes. These outcomes are then measured against a set of effectiveness criteria that assesses their effectiveness. The evaluations of these outcomes are then used to determine the most appropriate goals to improve student learning outcomes. The data is then used to prioritize budget requests. Resources are then allocated and outcomes are assessed annually to determine and verify that the Institutional Learning Outcomes (ILOs) have been met.

The Educational Master Plan and the College Mission are annually reviewed for revision and modification based on the final assessments of the ILOs. Major revisions to the Educational Master Plan will occur on a three-year cycle.

The District submits required planning documents to the California Community Colleges Chancellor's Office in accordance with the Title 5 regulations.

Also see BP 3250 Institutional Planning.

Approved: 5/8/06
Revised: 12/10/07
Revised: 7/14/08
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