

## AP 3250 Institutional Planning

The college has an institutional planning body known as College Planning Council (CPC) which includes representatives from management, faculty, staff, and Associated Students. The charge of CPC is to ensure proper alignment of the college's mission, vision, and core values with the college's integrated planning framework. One of the functions of the CPC 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. Another function of CPC is to identify institutional effectiveness performance indicator (IEPI) goals and set institutional standards related to accreditation. Program review is the beginning point for institutional planning.

### Program Review

The Program and Services Review Committee (PSR) coordinates and periodically evaluates the college's program review process. The goal of program review is to conduct 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. The committees and departments involved in the program review process and their responsibilities include:

- Institutional Research – Preparation of data used in PSR
- Program and Services Review Committee (PSR) – Validation and evaluation of program reviews
- Outcomes and Assessment Committee (OAC) – Evaluation of student learning outcome progress
- Resource Allocation Committee (RAC) – Distribution of resources based on program review evaluations and recommendations on budget development.

The specific processes and procedures for the PSR process are delineated in the PSR Handbook which is updated annually.

The Integrated Planning Manual articulates the college's philosophy and practice with respect to educational vision and integrated planning. The integration of the college's mission, vision, and core competencies, long-range and short-term goals (Strategic Plan) is under the purview of the College Planning Council (CPC)



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### Assessment of Integrated Planning Cycle and Processes

The College Planning Council (CPC) periodically assesses the efficacy of the integrated planning cycle and processes. The purpose is to assess the effective integration of ongoing planning processes and to make recommendations on integrated planning to the Superintendent/President. Board Policy 3225 and Administrative Procedure 3225, Institutional Effectiveness, more clearly define the role, responsibilities, and membership of CPC. After the assessment of the integrated planning cycle and processes, the CPC updates the Integrated Planning Manual.

### Approval Processes

When changes are proposed in any of the integrated planning processes, those changes are reviewed and approved through shared governance structures. The primary groups involved in that process include Faculty Senate, Classified Senate, and President's Cabinet. The Governing Board has final approval for all policies.

References: WASC/ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 (formerly I.B)  
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

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