

**GENERAL INSTITUTION**

**AP 3250 INSTITUTIONAL PLANNING**

**References:**

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.;  
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);

The District’s Institutional Planning processes shall be broad-based, comprehensive, systematic, and integrated into all aspects of decision-making. The District’s planning structure shall be comprised of five governance councils:

- College Council
- Institutional Effectiveness, Planning, and Fiscal Stewardship Council
- Infrastructure and Sustainability Council
- Employees, Community, and Communication Council
- Equity, Education, and Student Success Council

As the principal participatory governance and planning body of the District, the College Council shall guide the development and implementation of the District’s Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model (IPM) and Resource Allocation Model (RAM). The IPM and RAM shall integrate the District’s long-range, mid-range, and short-term planning processes and include the following plans:

- Master Plan (Educational and Facilities Master Plan)
- Staffing Plan
- Technology Plan
- Strategic Plan
- Annual operational plans developed through the Planning Councils’ Program Review and Planning processes
- Equity Plan

In accordance with the District’s planning models and cycles, the College Council and other Planning Councils shall develop, implement, and evaluate the District plans listed above and any additional plans required by law and/or recommended as part of the accreditation standards. Through implementation of the District’s IPM, the College Council and the Institutional Effectiveness, Planning and Fiscal Stewardship Council shall ensure that formative and summative evaluations are ongoing components of the planning process. The long-range plans shall complete a mid-cycle review, and Planning Councils shall annually assess progress on District plans. Institutional Effectiveness data shall be used to guide the development of each District plan and as

part of the Program Review and Planning Process. Further, Institutional Effectiveness, including but not limited to data on institution-set standard and locally derived student achievement and equity goals shall be incorporated into College Council's annual evaluation of the planning process and update of the District's Strategic Plan's objectives. Through the Resource Allocation Model the College Council shall ensure both Program Review and Planning and Strategic and Master Planning inform resource allocation decisions.

Office of Primary Responsibility: Office of Institutional Research and Planning