



Administrative Procedure
Chapter 3 – General Institution

AP 3250 Institutional Planning

References:

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.;
2024 ACCJC Accreditation Standards 1.4 and 3.5

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 Planning and Resource Allocation Models. These models shall integrate the District's various plans, including but not limited to the following:

- Educational and Facilities Vision Plan
- Staffing Plan
- Technology 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 planning processes, 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. Long-range plans such as the Educational and Facilities Vision Plan, 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, measures of 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 regular evaluation and update of the District's strategic goals and objectives. The College Council shall ensure institutional vision plans and plans derived from the program review and planning process inform resource allocation decisions.

Also see BP 1200 District Mission, BP/AP 3100 Organizational Structure, BP/AP 3225 Institutional Effectiveness, and BP 3250 Institutional Planning.

Office of Primary Responsibility: Office of Institutional Research and Planning

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