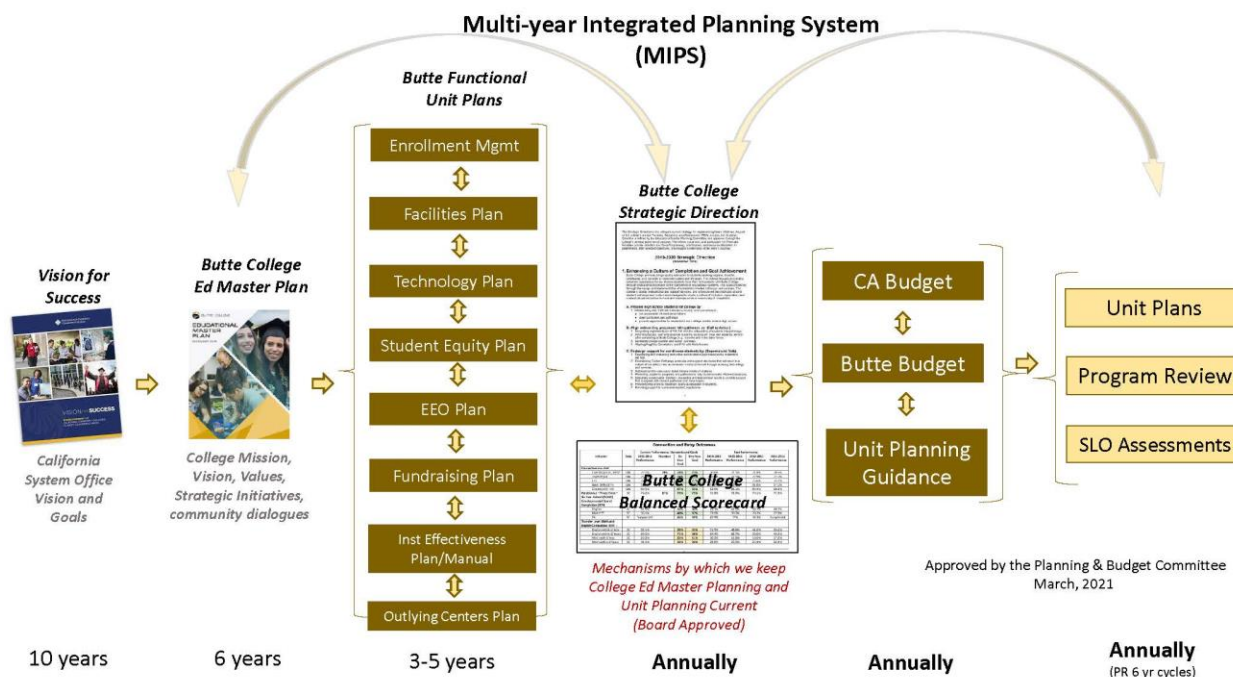




AP 3250 Institutional Planning

References: Accreditation Standard I.B; Standard IV.B; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 54220, 55080, 55080, 55510, and 56270 et seq.
 Approved: November 2012
 Last Revised: August 2013, June 2021
 Last Reviewed: August, 2013

The college uses the [Multi-year Integrated Planning System \(MIPS\)](#), shown below, as its mechanism for reviewing, updating, and implementing plans. This system ensures that each component of the planning system is integrated with the college’s mission, values, vision and overall strategy. The Planning and Budget Committee provides oversight for MIPS and reviews this system at least every five years. Additionally, the Educational Master Planning Committee provides advice and recommendations to the Planning and Budget Committee about the system.



MIPS components include:

Institutional Bedrock. These items, with the exception of the Institutional Assessments, are conducted approximately every five years. A Task Force is established to update the Mission and Values, the Vision is developed by the Board with input from the College Council, and the Community Input is obtained from forums conducted in the community.

Strategic Initiatives. These are established at an all-campus retreat and approved through the college's general participatory governance process with the Planning and Budgeting Committee providing oversight for this process.

Educational Master Plan. This is developed by the Educational Master Planning Committee and provides the basis for the development of Supporting Plans, informs Program Review, and provides alignment for the development of Unit Plans. The Strategic Direction, which is the college's implementation strategy for its Strategic Initiatives, is updated by the Educational Master Planning Committee each year as part of the Planning, Budgeting and Assessment (PBA) Process.

Functional/Supporting Plans. These are developed by existing teams based on guidance provided in the Educational Master Plan. The idea is to use the existing governance group for each functional area to develop the supporting plan for that area. For example, the Technology Master Plan is developed and reviewed by the Technology Council.

Program Review. These are conducted every six years for the Academic and Student Services areas. Administrative areas use the annual Unit Plan as their Administrative Program Review and supplement this with a detailed review of Administrative Unit Outcomes at least once every three years. The College Council reviews Program Reviews. This group, which includes leaders from each constituent group, then disseminates the results of these Program Reviews throughout the campus.

Unit Plans. Using an automated process, these are conducted every year as part of the college's PBA process. Unit plans are aligned with the college's Strategic Direction, the Balanced Scorecard Vision for Success Goals, and Institutional Learning Outcomes. A major objective of the unit planning process is to align resource requests with the annual budgeting process.

The Mission, Values and all institutional plans are approved through the college's general participatory governance process and by the Board of Trustees. The Office of the Vice President for Institutional Effectiveness provides research and data support for these plans. Categorically funded programs will develop and submit plans as required by Title 5 and the Chancellor's Office. Certain plans, to include Student Equity and Equal Employment Opportunity (EEO), are submitted, as required, to the Chancellor's Office when they are approved.