BP 3250 INSTITUTIONAL PLANNING

The superintendent/president shall ensure that the district has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:
- Long range education or academic master plan, which shall be updated periodically as deemed necessary by the Governing Board
- Facilities plan
- Equal Employment Opportunity Plan
- Student Equity plan
- Student Success and Support Program Plan
- Transfer Center plan
- Cooperative Work Experience plan
- EOPS plan
- Cal-WORKS plan
- DSPS plan

The superintendent/president shall submit those plans for which Board approval is required by Title 5 to the Board.

The superintendent/president shall inform the Board about the status of planning and the various plans.

The superintendent/president shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

Legal References:
ACCJC 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, 55250, 55510, and 56270 et seq.

Adopted: 7/16/02
Revised: 7/12/16
INSTITUTIONAL PLANNING

The Councils and Committees, Pathways to Decision Making (CCPD) at Allan Hancock College establishes the planning processes, procedures, and timelines. The process of strategic planning includes the review of program outcomes, mission and philosophy, internal and external planning data, institutional effectiveness, and financial resources in order to develop assumptions and identify opportunities and challenges facing the college.

Councils and Committees are the primary vehicles for achieving the College’s mission and goals. As stated in the CCPD, “Councils are shared governance bodies that include representation from all college constituencies. They recommend and review district policy and procedures, review institutional performance, and make recommendations for institutional improvement.” The CCPD describes roles and responsibilities of the councils, the composition of each council, recommending and decision-making functions, as well as the framework of shared governance. The Institutional Effectiveness Council coordinates the strategic planning process to ensure broad-based participation of college constituencies.

The council structure supports institutional planning as well as accreditation standards. The CCPD describes the processes for renewing and revising primary institutional plans as well as the specific councils responsible for the work; any changes to these processes must be mutually agreed upon by the District and the Academic Senate per Title 5. Institutional plans are approved at College Council and the Academic Senate as agreed upon before the Superintendent/President presents the plans to the Board of Trustees for adoption as consistent with Title 5. Adopted plans are submitted to the California Community College Chancellor’s Office, when required.

The Institutional Effectiveness Council (IEC) ensures integration of plans through establishment of key performance indicators, including but not limited to Institution Set Standards, Institutional Effectiveness Partnership Initiative Goals, Student Equity Indicators, and other related metrics. IEC is also responsible for evaluating the planning process including program review and may make recommendations to the Academic Senate regarding quality, completeness and use of assessment and achievement data for resource allocation decisions.
The Office of Institutional Effectiveness provides institutional research support for planning and program review as well as support for evaluation of strategic initiatives. Data driven decision-making is integral at Allan Hancock to ensure institutional effectiveness and support of the College Mission.

Approved: 7/16/02
Revised: 5/9/17