

# CITRUS COMMUNITY COLLEGE DISTRICT General Institution

## AP 3250                    INSTITUTIONAL PLANNING

1. The Citrus Community College District, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technology, and financial resources.
2. Applying the criteria of accreditation standards I and III, the planning process will be guided by adopted vision, mission and core values statements and will develop specific goals, objectives and strategies, which have measurable outcomes and specific accountability. Action plans will be reviewed and revised periodically and approved by the respective planning bodies.
3. Institutional effectiveness research, program reviews and individual unit plans are utilized in the planning process which is intended to complement and inform the resource allocation process.
4. The Board may assist in developing the general institutional mission and goals for the comprehensive plan.
5. Following Board approval, plans are submitted to the California Community Colleges Chancellor's Office as required.
6. The planning system shall include plans required by law, including, but not limited to:
  - Long Range Educational or Academic Master Plan

The development of the Educational Master Plan is co-chaired by the vice president of instruction, director of institutional research, and the chief information services officer. The educational master plan is developed under the oversight of a planning committee appointed through the steering committee, with consultation with the educational programs and student services committees, as well as the academic senate. The plan is reviewed every two years and updated as necessary, with approval by all campus constituency groups and the steering committee.

- Five-Year Construction Plan

The vice president of finance and administrative service shall ensure that the District maintains a current Five-Year Construction Plan. The plan shall reflect capital construction for community college purposes of the district for the five year period commencing with the next proposed year of funding. The five year plan is subject to continuing review annually by the Board of Trustees to ensure that it accurately reflects changes in project priority or sequencing

- Equal Employment Opportunity (EEO) Plan

The director of human resources shall ensure that the District maintains a current Equal Employment Opportunity (EEO) Plan. The EEO plan is developed through consultation with the Human Resources/Diversity Committee and approved by the various constituency groups, including approval by the Steering Committee. The plan is reviewed every two years.

- Student Equity Plan

The Student Equity Plan is developed, maintained, and updated under the supervision of the vice president of student services. Following approval by the Board of Trustees, the plan is filed as required to the California Community Colleges Chancellor's Office.

- Matriculation Plan

The dean of counseling shall ensure that the District maintains a current Matriculation Plan that complies with the requirements of Title 5. The Plan is updated every six years and is approved by the Matriculation and Assessment Committee.

- Transfer Center Plan

The transfer center coordinator shall ensure that the District maintains a current Transfer Center Plan that complies with the requirements of Title 5. The plan is updated every five years and reviewed annually by the Transfer Task Force.

- Cooperative Work Experience Plan

The Student Employment Services shall ensure that the District maintains a current cooperative work experience plan approved by the California Community Colleges Chancellor's Office for the administration and operation of its cooperative work experience (internship) program. The director of workforce development and the supervisor of student employment services are responsible for the implementation of the plan. The plan is updated as necessary and is submitted to the chancellor's office as required.

- Extended Opportunity Programs and Services (EOPS) Plan

The director of Extended Opportunity Programs and Services (EOPS) shall ensure that the District maintains a current EOPS plan, reviewed annually and submitted to the California Community Colleges Chancellor's Office for approval. The plan is signed by the director of EOPS, dean of counseling, and vice president of finance and administrative services.

7. Office of Primary Responsibility: Superintendent/President

Board Approved 06/16/09