1. Because of new members on the committee, Dr. Hao requested everyone introduce themselves.

2. Dr. Hao stated the purpose of today’s meeting is to develop an Institutional Research policy and a procedure. She reviewed the suggestions of the CCLC consultant, then opened the floor for discussion.

3. It was moved and seconded to approve BP 3250 and AP 3250 as agreed on by the committee. Both motions were approved.

* See attachments #1 and #2.
BP 3250   INSTITUTIONAL PLANNING

References:
   ACCJC Accreditation Standard I.B;
   Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55250, 55400 et seq., 55510,
   and 56270 et seq.

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 Educational or Academic Master Plan
- Facilities Plan
- Equal Employment Opportunity (EEO) Plan
- Student Equity Plan
- Matriculation Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- Extended Opportunity Programs and Services (EOPS) Plan

The Superintendent/President shall submit those plans to the Board of Trustees for which Board
approval is required per Title 5.

Office of primary responsibility: Superintendent/President’s Office.

Note: The following is suggested as good practice.

The Superintendent/President shall inform the Board of Trustees about the status of planning and the
various plans.

The Superintendent/President shall ensure the Board of Trustees has an opportunity to assist in
developing the general institutional mission and goals for the comprehensive plans.
From current Citrus College Policy P-6011 titled Educational Master Plans

The governing board will adopt current and long range educational plans for the college. The plan will be modified and updated no less than every three years. The plan shall contain the educational objectives of the college and the future plans for transfer programs, career technical programs, noncredit courses and programs and remedial and developmental programs. Based on current and anticipated future enrollment, it shall also contain plans for the development and expansion of ancillary services, including services in the library and for counseling, placement and financial aid.

Also see BP and AP 6200 titled Budget Preparation

Office of Primary Responsibility: ___________________________

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NOTE: This policy is suggested as good practice. New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated by shading.

Date Adopted: IR Advisory Committee 11/7/08
(Replaces current Citrus College Policy P-6011)
AP 3250 INSTITUTIONAL PLANNING

1. The Citrus College Community 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 periodically and approved by the respective planning bodies.

3. Institutional effectiveness research, programs 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.

   A. Following Board approval plans are submitted to the system office for California Community Colleges as required.

5. Office of Primary Responsibility: Superintendent/President.

Adopted: November 7, 2008 by Institutional Research Committee

NEW LANGUAGE IS INDICATED BY UNDERLINE, DELETED LANGUAGE IS INDICATED BY STRIKETHROUGH AND SUBSEQUENT CHANGES TO LANGUAGE ARE INDICATED BY SHADING.