

Policy Change	<input checked="" type="checkbox"/>	Subject Matter Area Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	District Council	<input type="checkbox"/>
New Procedure	<input checked="" type="checkbox"/>	Board 1 <sup>st</sup> Reading	<input type="checkbox"/>
		Board 2 <sup>nd</sup> Reading	<input type="checkbox"/>

**KEY:**  
**BOLD=** new language  
~~strikethrough=~~ delete language

Comments:  
 The AP is legally required.  
 Subject matter area leaders  
 advised using broad, general  
 language in AP.

Referred to:

Edited:  
 8/17/16



**Policy**

**3250 Institutional Planning**

The Chancellor shall ensure that the District **and colleges have** ~~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, which shall be updated **periodically as deemed necessary by the Governing Board** ~~regularly, and completed prior to the accreditation self-study.~~
- Facilities Plan
- ~~Faculty and staff diversity~~ **Equal Employment Opportunity Plan**
- Student Equity Plan
- **Student Success and Support Program Plan** ~~Matriculation~~
- Transfer Center Plan
- Cooperative Work Experience Plan
- EOPS Plan

The Chancellor shall submit those plans ~~to the Board,~~ for which Board approval is required by Title 5 **to the Board.**

The Chancellor shall inform the Board about the status of planning and the various plans.

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

**References:**

**Title 5 Sections [51008](#), [51010](#), [51027](#), [53003](#), [54220](#), [55080](#), [55190](#), [55250](#), [55510](#), and [56270 et seq.;](#)**

1 ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 (formerly I.B); Title 5,  
2 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270 et seq.

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4 **Adopted:** June 28, 2004

5 **Revision Adopted:** October 14, 2009

6 **Last Reviewed:**  
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## Administrative Procedure

### 3250 Institutional Planning

*Note: This procedure is legally required. Procedures related to planning may be locally developed after appropriate consultation with the proper constituent representatives in the local decision making process. It is suggested that those procedures include or address criteria in the Accreditation Standard, including but not limited to:*

**Institutional planning processes at the District and the colleges include:**

- Processes for developing, reviewing, updating, and implementing plans
- Involvement by committees and personnel appropriate to their responsibilities and charges
  - Where there is committee participation, shared governance structures will be honored
- Required consideration and/or approvals by relevant bodies
- Integration of various planning efforts
- Use of institutional effectiveness research
- Submission to the California Community Colleges Chancellor's Office, when required.

**References:**

Title 5 Sections [51008](#), [51010](#), [51027](#), [53003](#), [54220](#), [55080](#), [55190](#), [55510](#), and [56270 et seq.](#); [ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5](#) (formerly I.B)

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**Procedure Last Revised:**

**Last Reviewed:**