

## AP 3250 Institutional Planning

Reference:

*Accreditation Standard I.B; Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, 56270 et seq.*

**Note: This procedure is 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:**

- Processes for developing, reviewing, updating, and implementing plans
- The committees and personnel that are involved and their responsibilities and charges
- Required approvals
- Integration of various planning efforts
- Use of institutional effectiveness research
- Submission to the CCC System Office, when required.

### Institutional Planning and Evaluation

In addition to the self-study process for reaffirmation of accreditation, Imperial Valley College conducts a major program review and planning process every three years, and the results are published in the Program Review and Planning documents. The planning cycle begins with a visioning process in the community, and institutional goals are based on this broad based outreach effort. All members of the college community participate in this process, which documents intended improvements through stated institutional goals and objectives. Resource allocation is tied to the Program Review and Planning process. All areas of the college community assess progress toward achieving the stated goals and objectives through an annual assessment process. A sample timeline of the program review and planning process is provided below:

IMPERIAL VALLEY COLLEGE  
PROGRAM REVIEW AND PLANNING  
TIMELINE

Action to be taken	Responsible Party	Time of Action
Begin Process to define vision through focus groups: Internal External	President's Office	October-November February-March
Organize Stakeholder's Summit to determine major and minor issues from focus groups	Presidents Office	March-April
Organize vision Task Force to develop vision statements and institutional goals from issues defined by the focus groups at Stakeholder's Summit	President's Office	May-June
Plan, develop, and complete the Program Review Planning Committee Process using institutional goals developed by the task force	Divisions/Departments	September-December
Coordinate the summary of the Program Review and Planning documents and develop the institutional Master Plan	President's Office/Vice President for Student Services	January-February
Evaluate Program Review and Planning self-studies for budget development recommendation	Planning and Budget Committee	February-March
Review Accreditation Recommendations, if any, in relationship to institutional goals	Vice President for Academic Services	March

Develop, review, and compile budgets	Division Departments/Vice Presidents	February-April
Evaluate Tentative Budget	Planning and Budget Committee	May
Present Tentative Budget to Governing Board for approval	Vice President for Business Services	May

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