



## **BP 3250 Institutional Planning**

*Reference:*

*Accreditation Standard 3;*

*Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55250, 55400, et seq., 55510, 56270 et seq. (Old BP 7.8, 3.40)*

The district will implement 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 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.

See AP 3250

# AP 3250 Institutional Planning

Reference:

***Accreditation Standard 1.B; Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55400 et seq. 55510, 56270 et seq.***

## 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
1. Begin process to define vision through focus groups: Internal External	President's Office	October – November February – March
2. Organize Stakeholder's Summit to determine major and minor issues from focus groups	President's Office	March – April
3. 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
4. Plan, develop, and complete the program review and planning process using institutional goals developed by the task force	Divisions/Departments	September – December
5. 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

**Approved 10/10/07**

Action to be Taken	Responsible Party	Time of Action
6. Evaluate Program Review and Planning self-studies for budget development recommendation	Planning and Budget Committee	February – March
7. Review Accreditation Recommendations, if any, in relationship to institutional goals	VP for Academic Services	March
8. Develop, review, and compile budgets	Divisions, Departments Vice Presidents	February – April
9. Evaluate Tentative Budget	Planning and Budget Committee	May
10. Present Tentative Budget To Governing Board for approval	VP for Business Services	May

**Approved 10/10/07**



## **BP 2510 Participation in Local Decision Making**

*Reference:*

*Education Code Section 70902(b)(7);*

*Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7(students)  
Accreditation Standard IV.A*

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for CEO action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

**Academic Senate(s)** (Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

**Staff** (Title 5, Section 51023.5.)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff.

The Board of Trustees establishes the College Council to ensure that faculty, staff, students, and administrators have the opportunity to express their opinions and ideas and to have those opinions and ideas given every reasonable consideration. The College Council will promote discussion and will make recommendations to the Superintendent/President on matters relevant to the orderly functioning of the college. The College Council will be comprised of an equal numbers of representatives from the five constituent groups (Academic Senate, CSEA, CMCA, ASG, Administrators), selection criteria and terms of office to be determined by each group.

**Students** (Title 5, Section 51023.7.)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant

effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, *et seq.*

See AP 2510



## **AP 2510 Participation in Local Decision-Making**

*Reference:*

*Education Code Section 70902(b) (7)*

*Title 5, Sections 53200 et seq; 51023.5; 51023.7*

*Accreditation Standard IV.A.2, IV.A.5*

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for CEO action under which the District is governed and administered.

### **College Council (Title 5, Section 51023.5, 51023.7)**

The Board of Trustees establishes the College Council to ensure that faculty, staff, students, and administrators have the opportunity to express their opinions and ideas and to have those opinions and ideas given every reasonable consideration. The College Council will promote discussion and will make recommendations to the CEO on matters relevant to the orderly functioning of the college

The College Council will be comprised of an equal numbers of representatives from the four constituent groups, selection criteria and terms of the office to be determined by each group.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the information or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

### **Academic Senate (Title 5, Section 53200, et seq.,)**

The Governing Board or its designee(s) shall consult collegially with the Academic Senate of Imperial Valley College through their respective designated representatives to reach mutual agreement in the development of policies and procedures on academic or professional matters as defined by law:

- Education Code Section 66450: distribution of academic presentations
- Education Code Section 87458: administrative retreat rights
- Education Code Section 87359: equivalencies to minimum qualifications
- Education Code Section 87360: faculty hiring
- Education Code Section 87663: faculty evaluation

- Education Code Section 87610.1: faculty tenure
- Education Code Section 87743.2: faculty service areas
- Title 5 Section 55022: curriculum committee
- Title 5 Section 53204: academic senate/union agreements

In the development of policies or procedures, after consultation with the administration of the colleges/district, the Academic Senate may present their views and recommendations to the Governing Board.

In instances where agreement is not reached, existing policy shall remain in effect unless continuing such policy exposes the District to legal liability or causes substantial fiscal hardship.

In cases where there is no existing policy, or in cases where exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Governing Board may act, after a good faith effort to reach agreement, for compelling legal, fiscal, or organizational reasons.

See BP 2510