

**IMPERIAL COMMUNITY COLLEGE DISTRICT
AP 3250 Institutional Planning**

Reference:

ACCJC Accreditation Standard I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5;
Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 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
Begin process to define vision through focus groups: Internal External	CEO	October-November February-March
Organize Stakeholder's Summit to determine major and minor issues from focus groups	CEO	March-April
Organize vision Task Force to develop vision statements and institutional goals from issues defined by the focus groups at Stakeholder's Summit	CEO	May-June
Plan, develop, and complete the Program Review Planning Committee Process using institutional goals developed by the task force	CSSO	September-December
Coordinate the summary of the Program Review and Planning documents and develop the institutional Master Plan	CSSO	January-February
Evaluate Program Review and Planning self-studies for budget development recommendation	CBO	February-March
Review Accreditation Recommendations, if any, in relationship to institutional goals	CIO	March

Develop, review, and compile budgets	CBO	February-April
Evaluate Tentative Budget	CBO	May
Present Tentative Budget to Governing Board for approval	CBO	May

See BP 3250