



**Policy**

**3250 Institutional Planning**

The Chancellor shall ensure that the District and colleges have and implement a broad-based comprehensive, systematic, and integrated method 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
- Facilities Plan
- Equal Employment Opportunity Plan
- Student Equity Plan
- Student Success and Support Program Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- EOPS Plan

The Chancellor shall submit those plans for Board approval as required by Title 5.

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](#), [53200](#), [54220](#), [55080](#), [55190](#), [55250](#), [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)

**Adopted:** June 28, 2004

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**Last Reviewed:** January 11, 2017

## Administrative Procedure

### 3250 Institutional Planning

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, participatory 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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