

**Template for College Plans  
Institutional Planning Coordination Committee**

The following template for college plans is provided by the Institutional Planning Coordination Committee as an example of components that should be included in each college plan if not already required to adhere to an external entity’s template (e.g. Chancellor’s Office).

**General Information**

Plan Title:

Plan Author or Committee:

Period Covered by Plan (e.g., 2018-2025):

**Mission of Plan**

Include a statement of the purpose of the plan and the population it serves.

**Goals and Action Items**

Each plan should include goals with action items organized under each goal. The action items should be linked to the plan goal and also to the college’s Educational Master Plan (EMP) and, where appropriate, to GCC’s core competencies (institutional student learning outcomes).

Goal	Action	Action Item Links to EMP Goal (list goals)	Action Item Links to GCC Core Competency (list core competencies)	Measurable Outcomes	Responsible Person/Committee	Completion Deadline

**College Plan Approval Record**

In order to be considered official, each college plan must be approved by the College Executive Committee. College plans should also be approved by the appropriate governance committees. Use the table below to record the approval history of the plan.

Committee	Approval Date
<i>Note: College Executive must approve each plan.</i>	