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Administrative Regulation

INSTITUTIONAL PLANNING

College Plans

The college's planning and resource allocation processes require the development, approval, and revision of college plans on a regular cycle. The following are examples of college plans:

- Educational Master Plan
- Technology Master Plan
- Distance Education Plan
- Facilities Master Plan
- Student Equity Plan
- Student Success and Support Program Plan
- Noncredit Student Success and Support Program Plan
- Library & Learning Resources Plan
- Emergency Operations Plan
- Health & Safety Plan
- Scheduled Maintenance Plan
- Human Resources Plan

Development of College Plans

Different college plans are developed according to different processes. The administrators and committees responsible for each college plan are listed in the current version of the college's Planning Handbook. Plans are developed in accordance with institutional effectiveness data available in annual publications such as the Campus Profile, Community Profile, and Institutional Effectiveness Report, as well as the results of student and faculty/staff surveys reported in Student Views and Campus Views and the results of the annual community forum. Plans also use input from student learning outcomes data reported through the annual program review process.

Approval of College Plans

Each college plan must be approved through the governance structure. The college plan must be approved by its responsible committee as well as the committee to which the responsible committee reports. Approval moves upward to the Campus Executive Committee. In order to be considered an official college plan, a plan must be approved by the Campus Executive Committee.

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In addition to approval by the Campus Executive Committee, some plans, including but not limited to the Student Success and Support Program Plan, the Noncredit Student Success and Support Program Plan, and the Student Equity Plan, require submission to the California Community College Chancellor's Office.

Plan Review

College plans are reviewed annually by the responsible administrator and the responsible committee through the Program Review process. Program Review includes the evaluation of plan action items and goals, including reporting whether each action item and goal has been completed. Plan Review also includes the identification of resources to be requested in the annual integrated planning, program review, and resource allocation process.

Reference:

- Accreditation Standard I.B; Title 5 Sections 51008, 51010, 51024, 51027, 53003, 54220, 55080, 55190, 55500, 55510, and 56270 et seq.

See Board Policy 3250

Adopted 7/17/12; Revised 6/09/15