Glendale Community College District

**3250**

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.

**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 community forums. Plans also use input from 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 College Executive Committee. In order to be considered an official college plan, a plan must be approved by the College Executive Committee.

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In addition to approval by the College Executive Committee, some plans may 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.. This review includes the evaluation of plan action items and goals, including reporting whether each action item and goal has been completed as well as identification of resources.

**All College Plans Need to Include**

Each College Plan needs to include the following:

* Processes for developing, reviewing, updating, and implementing plans
* The committees and personnel involved and their responsibilities
* Committees responsible for their Plan’s approval
* Integration with other College Plans
* Use of Institutional Effectiveness Research

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

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