



# Plan Review Instructions 2010-2011

Beginning in 2010, each plan at GCC goes through a plan review process coordinated by the Institutional Planning Coordination Committee (IPCC). Phase one of this process is a one-time activity that involves submitting information about the plan. Phase two is annual self-evaluation of progress on the plan.

Plan review includes four documents. The first is this document, "Plan Review Instructions." The second is a form to be filled out once for each plan called "Plan Review Phase One: Plan Identification." The third document is a form to be filled out annually, in the Spring semester, for each plan called "Plan Review Phase Two: Plan Evaluation." The fourth document is to be used if plan items are associated with resource requests in a specific planning year; it is called "Resource Request from Plan Form."

Each plan is assigned an administrator in charge. The following table shows the administrators assigned to each plan.

<b>Plan</b>	<b>Responsible Administrator</b>
Educational Master Plan	Vice President, Instructional Services
Technology Plan	Associate Vice President, Information and Technology Services
Facilities Master Plan	Vice President, Administrative Services
Distance Education Plan	Associate Dean, Instructional Technology
Instructional Technology Plan	Associate Dean, Instructional Technology
Cultural Diversity Plan	Associate Vice President, Human Resources
Student Services Master Plan	Vice President, Student Services
Credit Matriculation Plan	Dean, Student Services
Noncredit Matriculation Plan	Associate Vice President, Continuing and Community Education
Library and Learning Resources Plan	Program Manager, Library and Learning Resources
Disaster Recovery Plan	Vice President, Administrative Services
Health and Safety Plan	Vice President, Administrative Services
Facilities Maintenance Plan	Director, Facilities
Human Resources Plan	Associate Vice President, Human Resources
Staff Development Plan	Associate Vice President, Human Resources
Student Equity Plan	

## **Phase One: Plan Identification**

The first part of the plan review process is the identification of each plan. This is set to be carried out between April and December in 2010. After December 2010, phase one will occur only when new plans are developed or when an existing plan undergoes substantial changes.

The document to be filled out for phase one is called "Plan Review Phase One: Plan Identification." It includes three sections: identification and history of the plan, approval status, and linkage to institutional plans and accreditation standards. This document is filled out once for each college plan.

## **Phase Two: Plan Self-Evaluation**

Phase two of the plan review process is completed annually, starting in 2010-2011. The phase two form is due at the end of the Spring semester each year. The form is called “Plan Review Phase Two: Plan Evaluation.” The form includes a self-evaluation of progress made on the plan’s goals and action items, as well as a question asking for a narrative self-evaluation of the plan.

## **Resource Request from Plan Form**

In the process integrating planning, program review, and resource allocation, resource requests that are associated with goals from college plans, but which are not tied to individual programs, are made by completing a “Resource Request from Plan” form. One resource request form should be filled out for each request based on plan goals. Resource requests are validated by the Institutional Planning Coordination Committee (IPCC) and forwarded to the resource request prioritization process.