



AP 3250 Institutional Planning

References:

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5;
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and
56270 et seq.

“Decision Making at College of the Canyons,” known colloquially as the Decision-Making Guide, describes planning processes and is updated regularly. It also details the roles of each employee group on campus in planning and decision-making in general terms and related to specific committees and plans. Every instructional and operational department on campus participates in planning at the department and college-wide levels. Descriptions of committees who develop plans are further described in the Decision-Making Guide.

College plans are updated regularly. Most are updated at least once every three years, with many being updated annually. One noteworthy exception is the Educational and Facilities Master Plan which is generally updated every six years. Copies of individual plans are available on the Intranet under the College Information link.

College-wide and appropriate departmental plans are developed in a manner that encourages broad participation from employee groups on campus, providing clear opportunities to be involved in the plan-formulation process and subsequent plan review. Plans are informed by institutional research, especially student outcomes data when appropriate. Once completed, the Educational and Facilities Master Plan and other plans as required by Title 5 are presented to the Board of Trustees for approval. Other plans, such as the Strategic Plan and the Technology Master Plan are presented to the Board of Trustees as information items. Plans are submitted to the California Community Colleges Chancellor’s Office (CCCCO) for approval when required, and College plans are appropriately aligned with CCCCCO priorities, such as the Vision for Success, where applicable. All plans, including the budget, are interrelated and developed with the purpose of advancing efforts of every department on campus in meeting their departmental and institutional goals in support of the College’s mission. As noted in the Decision-Making Guide, institutional direction is driven by information received from staff, students, and the community and that helps the College deliver a clear vision for the future.