



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Administrative Procedure

Chapter 3 - General Institution

AP 3250 INSTITUTIONAL PLANNING

Purpose

The Chancellor shall ensure that the District maintains a comprehensive, systematic, and integrated system of planning that involves appropriate District and College governance groups and is supported by institutional effectiveness, research and analysis. This framework consists of an integrated cycle of planning, program and department review, and resource allocation designed to support District and College missions, inform priorities, ensure financial stability, and advance continuous improvement. Institutional planning is a shared responsibility among all District and College stakeholders.

Integrated Planning Framework

The District's planning framework consists of an integrated cycle of planning, program and department review, and resource allocation. These processes are designed to:

- Support the District and College missions and goals.
- Inform institutional priorities and ensure financial stability.
- Provide regular assessment of progress toward goals to drive continuous improvement.

Areas of Planning

Institutional planning processes shall be established for the following areas:

- Long-range educational and academic program development
- Facilities
- Technology
- Equal Employment Opportunity (EEO)
- Student equity
- Extended Opportunities Programs and Services (EOPS)

Governance and Consultation

Planning processes shall include participation by appropriate District and College governance groups. The committees and personnel involved, including their specific responsibilities and charges, are identified in the SDCCD Administrative and Governance Handbook. All processes shall remain in accordance with:

- Board Policies and Administrative Procedures
- Academic Senate roles as defined in Title 5
- Collective bargaining agreements

Review and Approvals

The Chancellor, or designee, shall ensure that the District's integrated planning and review processes are assessed on a regular basis. This assessment ensures alignment with accreditation standards and institutional needs. The Chancellor shall:

- Submit plans for Board approval when required by law or regulation.
- Submit required plans to the California Community College Chancellor's Office as mandated by state law or regulation.
- Provide the Board of Trustees with regular updates on the status of institutional planning.

Roles and Responsibilities

- **The Chancellor:** Responsible for ensuring that an integrated planning system exists districtwide and is functioning effectively.
- **The College Presidents:** Responsible for the implementation and oversight of specific planning and program review processes at their respective colleges.
- **Districtwide Governance Committees and Councils:** As identified in the SDCCD Administrative and Governance Handbook, these bodies serve to facilitate coordination between the District and the Colleges and provide a forum for shared planning efforts.

References:

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and
56270 et seq.
ACCJC Accreditation Standards 1.4 and 3.5

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Revised:

Supersedes: Policies 0020.1, 0020.2, 0020.3, 0020.5, 0020.7, 0220.2, 0003.8