

## Planning Summary

Ref #	Relevant Standard	Planning Agenda Items	Commence	Complete	Responsibility Center
1	IA-3, 4	Commencing Spring 2011, the Superintendent/President will implement Administrative Procedure 1200, Annual Mission Statement Review, by recommending that the Board of Trustees undertake a formal review and revision, if needed, of its vision, mission, goals, and priorities in order to ensure that institutional identity and operational direction support current student and community needs (Standards IA3), and in order to reinforce the central role of the mission statement in institutional planning and decision making (Standard IA4).	February 2011	December 2011	Superintendent/ President
2	IB-2, 3	No later than September 2011, the Superintendent/President will initiate a process by which the campus community will review and update the District Educational Master Plan in order to ensure that institutional planning and decision making are directly responsive to current community needs and guided by current College goals and priorities (Standard IB-2).	September 2011	June 2012	Superintendent/ President
3	IB-2, 3	By June 2011, the Academic Senate will develop recommendations regarding College acquisition of software for assessment data management and approve a procedure for systematic learning assessment documentation across the institution to be integrated into the College's existing program review and planning procedures (Standard IB-3).	January 2011	June 2011	Academic Senate
4	IB-2, 3	The Office of Institutional Effectiveness, in consultation with the Academic Senate and the Institutional Effectiveness Committee, will develop by November 2011 a program review training procedure for chairs, managers, and student support staff in order to improve understanding and use of data, as well as standardize and improve follow-through and communication for program improvement (Standard IB-3)..	February 2011	November 2011	Office of Institutional Effectiveness
5	IIA-1, 2 IB-3	By January 2012 the Superintendent/President will identify processes to support discussion of assessment data and the use of assessment to improve teaching, learning, and service. Such processes should include quality training of faculty, staff, and administrators, as well as software to facilitate the collection, management, analysis, and constructive use of assessment data (Standard IB-3, IIA-1 and IIA-2).	February 2011	January 2012	Superintendent/ President
6	IIB-1, 4	The Division of Student Services will expand the Early Alert program to improve student progress, persistence, and success by enabling an electronic request by faculty for early support intervention no later than August 2011 and completing the implementation and evaluation of the "Success Contract" by January 2012 (Standard IIB-1, IIB-4).	February 2011	January 2012	Vice President of Instruction and Student Services

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7	IIB-1b	The Administrative Services Division will ensure that procedures for assessing and improving the College's physical plant operations are integrated into the existing annual review and resource allocation cycle for planning year 2011-2012 (Standard IIB-1b).	January 2011	Ongoing	Vice President of Administrative Services
8	IIC-1, 2	Commencing Spring 2012, the Superintendent/President will make certain that the College's Technology Plan is updated, implemented, and evaluated to ensure its alignment with the Educational Master Plan (Standards IIC-1c and IIC-2).	February 2012	June 2012	Superintendent/President
9	IID-1a	The Superintendent/President will oversee updating and execution of Administrative Procedures 1202 and 3250 to formalize the integration of institutional planning and budgeting for use in planning for the 2011-2012 budget year (Standard IID-1a).	February 2011	June 2011	Superintendent/President
10	IID-1c	No later than December 2011, the Superintendent/President will develop a plan to overcome the College's structural budget deficit and balance the budget by the end of fiscal year 2014-2015 (Standard IID-1c).	February 2011	December 2011	Superintendent/President
11	IID-2b	No later than Summer 2012, the Superintendent/President will oversee the development and implementation of the College plan for improving accuracy and efficiency by integrating finance, human resources, and payroll management information systems with its enterprise resource platform (Standard IID-2g).	February 2011	Ongoing	Superintendent/President
12	IID-2g	No later than Summer 2012, the Superintendent/President will oversee the development and implementation of the district plan for integrating finance, human resources, and payroll management information systems with its enterprise resource platform (Standard IID-2g).	February 2011	August 2012	Superintendent/President
13	IVA-1, 2, 5	The Superintendent/President will ensure successful completion of the Recommended Actions and Next Steps for Improvement document. This includes but is not limited to revising relevant administrative procedures, designing and implementing strategies for improving, and regular monitoring of campus climate by the end of academic year 2011-2012 (Standards IVA-1, 2, and 5).	December 2010	June 2012	Superintendent/President
14	IVB-1	The Superintendent/President will oversee development and adoption of an administrative procedure to formalize processes for board development and orientation, and will ensure implementation of Board Policy 2745, Board Self-Evaluation (Standards IVB-1).	January 2011	June 2011	Superintendent/President