

## **CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION**

### **AP 3250                    INSTITUTIONAL PLANNING**

**References:** Educational Code Sections 78212, 78213, 78220 and 78222; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, 56270; Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3 and IV.D.5

1. The Citrus Community College District, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technology, and financial resources.
2. Applying the criteria of applicable accreditation standards, the planning process will be guided by adopted vision, mission and core values statements and will develop specific goals, objectives and strategies, which have measurable outcomes and specific accountability. Action plans will be reviewed and revised periodically and approved by the respective planning bodies.
3. Institutional effectiveness research, program reviews and individual unit plans are utilized in the planning process which is intended to complement and inform the resource allocation process.
4. The Board may assist in developing the general institutional mission and goals for the District.
5. Following Board approval, plans are submitted to the California Community Colleges Chancellor's Office as required.
6. Institutional planning at Citrus College is described in the Integrated Planning Model as a snapshot view depicting the college's planning process and how this process links major plans, institutional support plans, program review and resource allocation, and how they operate together to direct the college's energies and resources toward achieving the college's long-term goals and objectives. Specifically, planning begins with a review of the college's mission, vision, and values. This sets the stage for the development of the Strategic Plan – a five-year plan identifying the overarching institutional goal, measurable objectives, and critical focus areas. The Educational and Facilities Master Plan (EFMP) is the college's long-term plan for Academic Affairs, Student Services, and Facilities. The Enrollment Management Plan guides the year-to-year alignment of the college's educational goals and resources. The institutional support plans (Human Resources Plan, Sustainability Plan, and Technology

Plan) are developed to meet specific goals and objectives from the Strategic Plan. Dialogue regarding the improvement of institutional effectiveness occurs in an ongoing and systematic cycle of evaluation. Assessment efforts focus on the Strategic Plan and guide the development of area program reviews and division plans to achieve the institutional goal and strategic objectives, and to inform resource allocations. Assessment findings then inform program improvement plans and the next cycle of planning begins.

7. The planning system shall include plans required by law, including, but not limited to:

- Educational and Facilities Master Plan

The development of the 10-year Educational and Facilities Master Plan (EFMP) is co-chaired by the vice president of academic affairs, vice president of student services, vice president of finance and administrative services, and the director of institutional research, planning and effectiveness. The educational master plan component of the EFMP is developed under the oversight of a planning committee appointed by the steering committee, in consultation with the educational programs and student services committees, as well as the academic senate. The facilities component of the EFMP will be developed to provide the linkage between 1) the needs of the academic and student support programs, as identified in the educational component of the EFMP, and 2) the amount and type of space necessary for the college to support the academic and student support programs. A mid-point review of the EFMP at the conclusion of the fifth year will be conducted to assess progress and determine if updates are needed.

- Five-Year Construction Plan

The vice president of finance and administrative services shall ensure that the District maintains a current Five-Year Construction Plan. The plan shall reflect the district's capital construction for the five-year period commencing with the next proposed year of funding. The five-year plan is subject to annual review by the Board of Trustees to ensure that it accurately reflects project priority.

- Equal Employment Opportunity (EEO) Plan

The director of human resources shall ensure that the District maintains a current Equal Employment Opportunity (EEO) Plan. The EEO plan is developed through consultation with the Human Resources Advisory/Staff Diversity Committee and approved by the various constituency groups, including approval by the Steering Committee. The plan is reviewed every three years.

- Student Equity and Achievement (SEA) Program

The Student Equity and Achievement (SEA) Program, consolidates the Basic Skills Initiative (BSI), Student Equity (SE) and the Student Success and Support Program (SSSP) with the intent of supporting Guided Pathways and the system-wide goal to eliminate achievement gaps. Citrus College shall comply with the following: maintain an equity plan; provide matriculation services; adopt assessment and placement policies per AB 705; and provide all students with an educational plan.

- Transfer Center Plan

The director of student support services shall ensure that the District maintains a current Transfer Center Plan that complies with the requirements of Title 5. The plan is updated every five years and reviewed annually by the Transfer Advisory Committee.

- Extended Opportunity Programs and Services (EOPS) Plan

The director of Extended Opportunity Programs and Services (EOPS) shall ensure that the District maintains a current EOPS plan, reviewed annually and submitted to the California Community Colleges Chancellor's Office for approval. The plan is signed by the director of EOPS, dean of counseling, and vice president of finance and administrative services.

Board Approved: 06/16/2009  
Revised: 03/17/2015  
Revised: 04/02/2019