

**General Institution**

**BP 3250 INSTITUTIONAL PLANNING**

**References:**

Accreditation Standard I.B; I.B.9; III.B; III.C; III.D  
Title 5 Sections 51008, 54220, 55080, and 55510  
BP 1200, BP 2510, and BP 3110

***NOTE:*** *This policy is **legally required**.*

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

Program review, planning, and resource allocation will be part of an integrated process that leads to accomplishment of the mission, sustained financial stability, and continuous improvement of academic quality and institutional effectiveness.

The following plans shall be renewed at least every six years:

- District Strategic Plan
- College Educational Master Plan
- District Facilities Master Plan

These plans shall inform District and College priorities and activities, as well as resource allocations.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

**District Comprehensive Plan**

The District's Comprehensive Plan will be comprised of the District Strategic Plan, the Chabot College Educational Master Plan, and the Las Positas College Educational Master Plan.

The Comprehensive Plan will include goals and objectives for meeting the mission, sustained financial stability, and continuous improvement of quality and effectiveness.

On a three-year basis, strategic priorities will be identified from the goals and objectives, to serve as areas of focus for the Colleges and District.

## **College Educational Master Plan**

Each College will complete an Educational Master Plan (EMP) that aligns with the District Strategic Plan, and includes College long term goals and measurable objectives. The EMP will contain plans for instructional programs, student support services, and learning support services, including but not limited to degree programs, transfer programs, career technical programs, noncredit courses and programs, remedial and developmental programs, online education, library services, counseling, placement, and financial aid. The plan will examine current and future enrollments, and will integrate goals and activities from student equity plans, student success and support programs, and strong workforce plans.

## **Program Review**

Comprehensive Program Reviews will be conducted regularly at least once every three years by operational service areas at the colleges and District, and by instructional, student service, and learning support service programs. The Program Review will provide a program-level assessment of progress in meeting strategic priorities, goals and objectives included in the Educational Master Plan and District Strategic Plan. The Program Review will also evaluate the effectiveness of core functions of the program, impact on academic quality and institutional effectiveness, future plans and resource needs. Student learning outcomes will be included in Program Reviews.

A College-Wide Program Review Summary at each college and a District Office Program Review Summary will be completed following the completion of comprehensive Program Reviews, for use in the annual budget development and resource allocation processes.

Program Review Updates will be completed by programs during any year that a comprehensive Program Review is not required.

## **District Facilities Master Plan**

The District Facilities Master Plan serves as the long-term capital plan for physical resources of the District and the Colleges, including facilities, equipment, land, and other assets. The District Technology Master Plan addresses the technology aspects of facilities and equipment planning for the District and Colleges. The District Technology Master Plan aligns with the Facilities Master Plan, though it is completed separately from the Facilities Master Plan.

The District Facilities Master Plan will support the goals of the District Strategic Plan and the College Educational Master Plans. It will address access, safety, security, healthful learning and working environments, utilization, and maintenance, using data and analysis of future needs.

Implementation of the District Facilities Master Plan will reflect projections of the total cost of ownership and be consistent with the District Total Cost of Ownership Plan, which includes expenses associated with deploying, using, and retiring facilities and equipment, including

operating costs for ongoing and deferred maintenance, and personnel costs, both administrative and direct staffing.

On an annual basis, progress toward achievement of the District Facilities Master Plan and District Technology Plan will be assessed, and short term facility, equipment, and maintenance needs will be evaluated as a part of Program Review.

### **Other Plans Required by Law**

Other plans required by law, regulation, funder, or policy will be completed in accordance with their separate requirements, including:

- Equal Employment Opportunity Plan
- EOPS Plan
- Emergency Preparedness Plan

The Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board.

The Chancellor shall inform the Board about the status of planning and the various plans.

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**Date Adopted:** November 17, 2015, Revised December 2016.