

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE MANUAL

<b>Title:</b> INSTITUTIONAL PLANNING	<b>Number:</b> AP 2.18
<b>Legal Authority:</b> Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq; Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5	<b>Related to CCLC AP 3250</b>

### Purposes of Institutional Planning

Maintain a focus on improving overall institutional effectiveness and equitizing student success, with the College’s mission as the guiding principle.

Integrate decision making for the various areas of the College (academic, instructional support services, student development, human resources, facilities, technology, and finance) to ensure alignment of long-term goals.

Integrate long-range planning with annual planning and budgeting.

Involve diverse representatives from college constituencies in transparent, inclusive, and collaborative planning and decision-making processes.

Ensure timeliness in decision making and communication about decisions.

### Institutional Plans and Cycles

Long-range planning and annual planning both consist of ongoing and systematic cycles of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. These cycles and plans are depicted at [ccsf.edu/plans](https://ccsf.edu/plans).

Long-range planning has the Education Master Plan (EMP) as its cornerstone. Designed to advance the institution toward its vision and mission, the EMP includes Goals and Strategic Directions which inform all other long-range plans. In turn, long-range plans direct the annual planning process.

The expectation of the integrated planning system is that short term, operational plans will not proceed unless they are consistent with the College’s long-range plans.

### Processes for Developing, Reviewing, and Updating Plans

The Chancellor assigns appropriate administrators to be responsible for the development of respective plans. The Chancellor or their designee is responsible for coordinating the entire

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process. The College’s Roles, Responsibilities, and Processes Handbook provides guidance for the process, including guidance that ensures all appropriate groups have the opportunity to provide input.

Plans should be informed by data and evaluated periodically for effective implementation and outcomes.