

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: INSTITUTIONAL PLANNING	Number: AP 2.18
Legal Authority: Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq; Accreditation Standard I.B.	Page: 1 of 4

I. Introduction

This administrative procedure describes the principles, structure, and features of the City College of San Francisco's integrated planning system and its major components.

II. Purposes

- A. Maintain a focus on improving institutional effectiveness.
- B. Bring decision making for the various areas of the College (academic, instructional support services, student development, human resources, facilities, technology, and finance) into a single, integrated process.
- C. Integrate long-range planning with annual planning and budgeting.
- D. Involve representatives from college constituencies in transparent and collaborative planning and decision making processes.
- E. Ensure timeliness in decision making by requiring a fixed timeline.

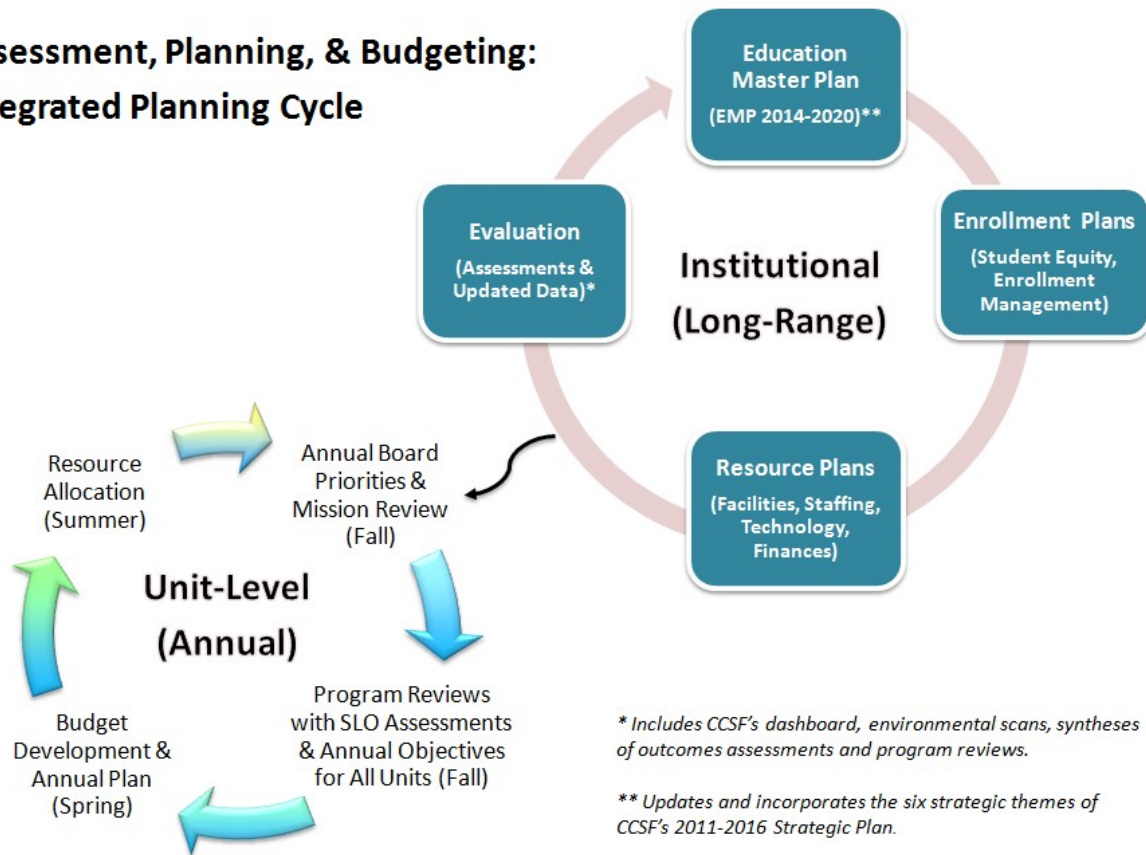
III. Component Plans and Cycles

Long-range planning and annual planning both consist of ongoing and systematic cycles of evaluation, integrated planning, resource allocation, implementation, and re-evaluation.

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.

Long-range plans will be reviewed no less than once each three years, and more often as needed. As part of evaluation and update processes, the College seeks to create a ten-year strategic outlook to inform long-range planning.

Assessment, Planning, & Budgeting: Integrated Planning Cycle



Source: [Flow Chart for Integrated Planning](#), last updated in March 2014

IV. Operational Planning

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.

V. Participatory Governance Council

The Participatory Governance Council (PGC) will review each of the component plans as drafts and make recommendations to the Chancellor as it deems appropriate. The Chancellor will respond to PGC recommendations prior to taking any action unless an emergency event precludes otherwise.

The Planning Committee, a standing committee of the PGC, assists the Council in using planning to improve institutional effectiveness and in ensuring the integration of all plans.

VI. State Requirements and Administrative Assignments

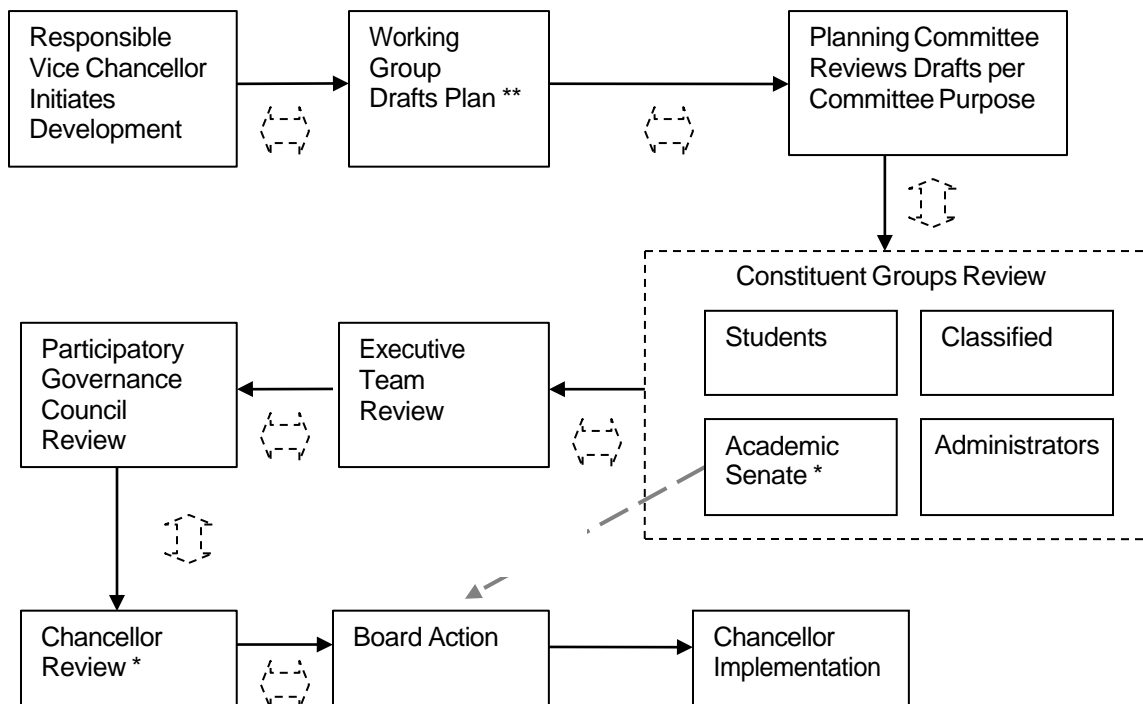
The Chancellor assigns appropriate administrators to be responsible for the development of respective plans. In addition, the Associate Vice Chancellor of Institutional Development is responsible for coordinating the entire process. Each of the employees assigned is to ensure that all appropriate groups are consulted in the process.

State required plans are detailed below:

- Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Governing Board (51008, 55080, 55190) (All Vice Chancellors)
- Facilities Plan (51008) (Vice Chancellor of Finance and Administration)
- Equal Employment Opportunity Plan (51010, 53003) (Associate Vice Chancellor of Human Resources)
- Student Equity Plan (54220) (Vice Chancellors of Academic Affairs and Student Development)
- Student Success and Support Program (SSSP) Plan (55510) (Vice Chancellors of Academic Affairs and Student Development)
- Transfer Center Plan (51027) (Vice Chancellor of Student Development)
- Cooperative Work Experience Plan (55250) (Vice Chancellor of Student Development and Associate Vice Chancellor of Career Technical Education (CTE) and Economic Workforce Development)
- Extended Opportunity Programs and Services (EOPS) Plan (56270) (Vice Chancellor of Student Development)

VII. Planning Process Flow Chart

The following flow chart depicts the general process for the development and approval of the long-range plans described in this procedure:



* In addition to the general process depicted above, the Academic Senate and Chancellor will follow Administrative Procedure 2.08 on Methods for Collegial Consultation for all 10+1 matters.

** The Working Group identified above will vary depending on the plan under development and is designated by the Planning Committee.

Legend:

General Flow



Change Flow



Approved by Chancellor Date: 12/12/2014	Recommended by Associate Vice Chancellor of Institutional Development Date: 12/5/2014
	Revision Number: _____ Date: _____