

# INSTITUTIONAL PLAN DEVELOPMENT PROCESS



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## INTRODUCTION

The college employs a standardized, inquiry-driven process for the development of institutional plans to ensure consistency, transparency, and meaningful participation across the institution. This process integrates guided inquiry, evidence-based analysis, participatory governance engagement, and Board of Trustees review to support alignment with the college mission, strategic priorities, and external agency requirements. The Institutional Plan Development Process is designed to promote broad engagement, informed decision-making, and continuous improvement across all major institutional planning efforts.

## PURPOSE

This procedure establishes a consistent, transparent, and inclusive process for the development, review, adoption, and submission of institutional plans. The process supports effective governance, ensures compliance with external requirements, and promotes alignment across institutional planning, program review, and resource allocation.

## SCOPE

This procedure applies to institutional plans, including but not limited to the Educational Master Plan, Strategic Plan, and Student Equity Plan.

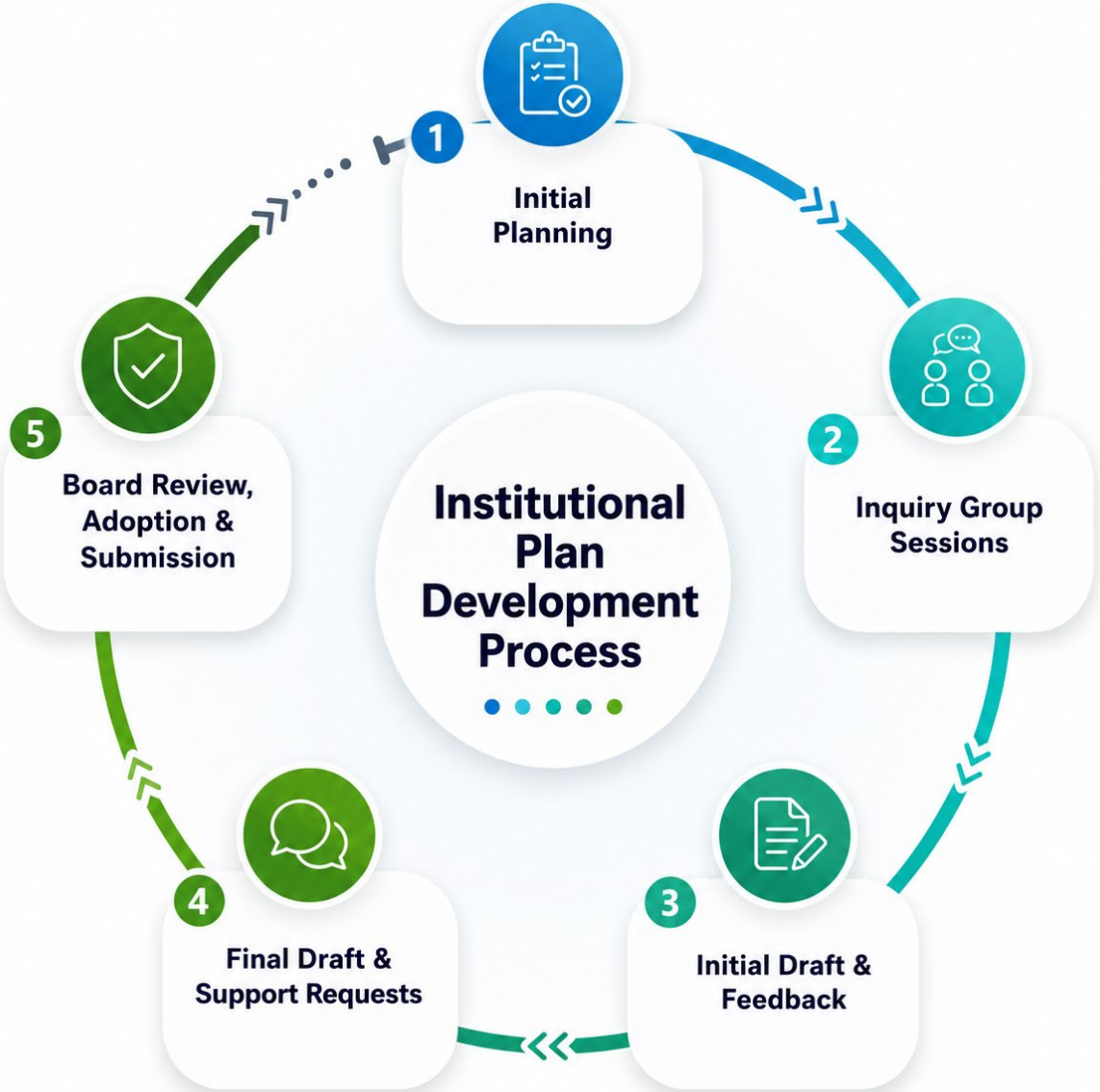
## GUIDING PRINCIPLES

Institutional plan development is guided by the following principles:

- **Inquiry-Based:** Planning is grounded in guided inquiry and multiple sources of qualitative and quantitative evidence.
- **Participatory:** All constituent groups are provided meaningful opportunities to engage in plan development.
- **Integrated:** Institutional plans are aligned with one another and inform program review, budgeting, and resource allocation.
- **Transparent:** Planning phases, drafts, and feedback mechanisms are clearly communicated and documented.
- **Responsive:** External agency requirements are addressed while preserving institutional priorities and intent.

# OVERVIEW OF THE PLANNING PROCESS

Institutional plan development follows a five-stage process facilitated by Institutional Effectiveness in collaboration with participatory governance bodies and college leadership.



# INSTITUTIONAL PLAN DEVELOPMENT STAGES

## STAGE 1: INITIAL PLANNING

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### Purpose

To establish scope, requirements, timelines, and engagement structures prior to plan development.

### Process

Institutional Effectiveness facilitates the initial planning stage by:

- Reviewing requirements from external agencies (e.g., the California Community Colleges Chancellor's Office).
- Reviewing relevant institutional plans, program review findings, environmental scans, and college data.
- Developing a comprehensive plan development timeline that identifies planning stages, governance touchpoints, and draft review periods.
- Sharing the proposed timeline with the Institutional Planning Committee (IPC) to solicit feedback regarding sequencing, scope, and participation.
- Identifying targeted outreach needs to ensure broad and representative participation.
- Developing the inquiry group structure, guided question framework, and meeting schedule.

### Outputs

- Documented external requirements and compliance considerations
- Plan development timeline
- Inquiry group framework and engagement strategy
- IPC feedback and planning notes



## STAGE 2: INQUIRY GROUP SESSIONS

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### Purpose

To gather broad, representative input through structured and guided inquiry.

### Process

Institutional Effectiveness facilitates inquiry group sessions by:

- Inviting participation from students, faculty, classified professionals, administrators, and community partners, as appropriate.
- Conducting guided inquiry sessions using consistent prompts aligned with the purpose and requirements of the institutional plan.
- Facilitating structured dialogue to generate goals, strategies, recommendations, and action steps, as applicable to the plan.

### Outputs

- Inquiry group discussion notes and artifacts
- Documented participation and representation
- Compiled inquiry responses aligned to guiding questions



## STAGE 3: INITIAL DRAFT AND FEEDBACK

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### Purpose

To synthesize inquiry findings into an initial draft and solicit campuswide feedback.

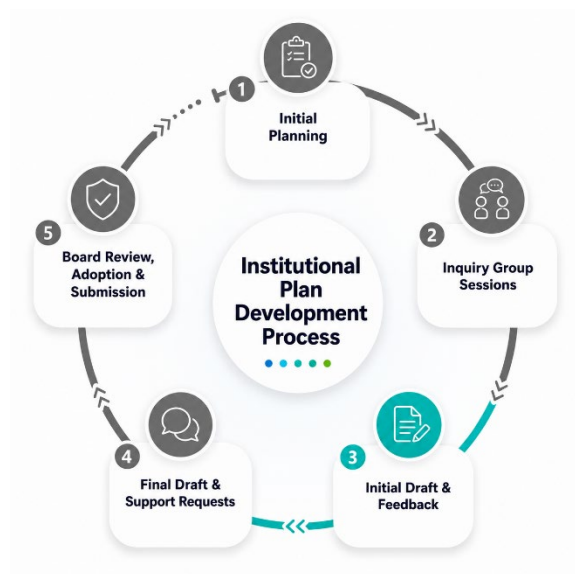
### Process

Institutional Effectiveness facilitates this stage by:

- Conducting a thematic analysis of inquiry group input to identify common themes, priorities, and areas of alignment.
- Synthesizing an initial draft that reflects diverse perspectives while maintaining institutional coherence.
- Sharing the initial draft with appropriate participatory governance committees and constituent leadership bodies, including Academic Senate, Classified Senate, and Student Government Association.
- Posting the draft on the institutional planning SharePoint site and distributing it campuswide.
- Collecting feedback through a structured submission process to ensure transparency and documentation.

### Outputs

- Thematic analysis summary
- Initial draft of the institutional plan
- Governance presentation materials
- Compiled campus feedback



## STAGE 4: FINAL DRAFT AND SUPPORT REQUESTS

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### Purpose

To refine the institutional plan and request formal support through participatory governance structures.

### Process

Institutional Effectiveness facilitates this stage by:

- Reviewing all feedback submitted during the initial draft phase.
- Integrating feedback where appropriate without altering the core intent of the plan.
- Sharing the revised final draft with participatory governance committees and constituent leadership bodies.
- Requesting formal support for adoption, as applicable.

### Outputs

- Revised final draft of the institutional plan
- Feedback integration summary
- Records of governance review and support



## STAGE 5: BOARD REVIEW, ADOPTION, AND SUBMISSION

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### Purpose

To complete governance review, formal adoption, and external submission requirements.

### Process

Institutional Effectiveness facilitates this stage by:

- Presenting the draft institutional plan to the Board of Trustees for review and discussion.
- Including a summary of the plan development process, participatory governance engagement, and alignment with institutional and Board priorities.
- Reviewing and incorporating Board feedback, as appropriate.
- Agendizing the final plan for formal adoption by the Board of Trustees.
- Submitting the Board-adopted plan to the requesting external agency in accordance with required timelines and formats.
- Archiving the adopted plan on the institutional planning website.

### Outputs

- Board presentation materials
- Board-adopted institutional plan
- Board meeting minutes documenting adoption
- Confirmation of submission to external agency
- Archived plan and supporting documentation



## INSTITUTIONAL PLANNING AND CONTINUOUS IMPROVEMENT

This integrated approach ensures that institutional priorities are evidence-based, mission-aligned, and operationalized through established continuous improvement cycles.

