<table>
<thead>
<tr>
<th>AGENDA</th>
<th>NOTES</th>
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<td>I. Welcome</td>
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<td>II. The Planning Process</td>
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<td>★ Why we do planning</td>
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<td>★ How is planning organized</td>
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<td>★ Planning dates and next steps</td>
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<td>III. Planning Resources &amp; Tools</td>
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<td>★ Website resources</td>
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<td>★ Planning software</td>
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<td>IV. Program Plan Content</td>
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<td>★ Influenced by mission, institutional goals and objectives, etc.</td>
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<td>★ Data based decision making</td>
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<td>★ Plan section content</td>
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<td>★ Plan teams</td>
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Planning ROCKS

Institutional Planning Process Training
The Planning Process

- Why we do planning
- How is planning organized
- Planning dates and next steps
Strategic Planning

A disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it.
"OK, how about 'proactively striving for excellence in da rackets game'?’"
What is Planning

- Process to accomplish our mission
- Benefits everyone and better serves students
- Resource allocation
- Institutional Effectiveness
- Accreditation
ACCJC/WASC

- Standard 1 – Institutional Mission & Effectiveness
  - The institution sets goals to improve its effectiveness
  - The institution assesses progress toward achieving its stated goals
  - The institution provides evidence that the planning process is broad-based, offers opportunities for input, allocates necessary resources, and leads to improvement of institutional effectiveness
Rubric for Evaluating Institutional Effectiveness in Planning

- The institution uses ongoing and systematic evaluation and planning to refine its key processes
- There is dialogue about institutional effectiveness
- There is an ongoing review and adaptation of evaluation and planning process
- There is consistent and continuous commitment to improving student learning; and educational effectiveness is a demonstrable priority in all planning structures and processes
I'M AFRAID THE MEETING WILL START A LITTLE LATE, THE STRATEGIC BUSINESS PLANNING TEAM ARE LOST IN THE BUILDING SOMEWHERE.
Planning Bodies

- Planning / Fiscal Council
- Program Review Committee
- Student Learning Outcome Committee
- Institutional Effectiveness Committee
The Planning Process

- Orientation / Training
- Program, Unit, Area Plans
- Resource Allocation - Staffing, facilities, technology and equipment, budget augmentation
- Analysis / Assessment
- Leadership Retreat
- Institutional Goals & Objectives
- Assessment of Planning Process
The Planning Process

- 95 Program Plans
- 16 Program Review Plans
- 28 Unit Plans
- 4 Area Plans
Dues Dates

- Begin Program Plans and Program Review Plans – August 19
- Planning Training – September 6-19
- Complete Program Plans and Program Review Plans – October 18
- Begin Unit Plans – October 21
- Program Review Committee Meetings – Month of November
- Complete Unit Plans – November 26
- Begin Area Plans – December 2
"You asked to see our original strategic plan."
Website Resources

- Important dates
- Help line
- Feedback form
- Planning process
- Planning documents
- Planning training
- Program review
- Research
Planning Software

- Plan Builder on or off campus
- Mac users
- Start a Program Plan
- Help text
- How to navigate
Planning Software

START HERE TO ENTER ANNUAL PLAN

Planning Software From On Campus
Planning Software From Off Campus

Planning Process Feedback Form

Institutional Planning Help Line x6644 or 562-463-6644
Plan Teams

- Representative group if possible
- Cross departmental
- Set up early
CHAOS ERUPTED IN THE BOARDROOM WHEN SOMEONE STARTED A PIE CHART FIGHT.
Plan Content

- Mission Statement
- SLO/SAO
- Characteristics, Performance, Trends
- Strengths, Weaknesses, Opportunities, Threats (SWOT)
- Accomplishments & Recommendations for Improvement
- Staff Development
- Strategic Directions
- Goals & Objectives – Resource Allocation
Questions?
Institutional Planning Process Training