



Origination 05/2004  
Last Approved 08/2025  
Last Revised 08/2025  
Next Review 08/2035

Chapter Lead Nohemy Ornelas:  
Chapter 3(CC),4&5  
Policy Area Chapter 3  
General Institution  
References CCLC |  
Legally Required

## BP 3250 Institutional Planning

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.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.

The institution's mission and goals are the foundation for financial planning. Financial information is disseminated to support effective planning and decision-making and provide opportunities for stakeholders to participate in the development of plans and budgets

The planning system shall include all plans required by law and or policy, including, but not limited to:

- Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Board of Trustees
- Facilities Plan
- Safety Plan
- Equal Employment Opportunity Plan
- Student equity Plan
- Student Success and Support Program Plan
- Transfer Center Plan
- Extended Opportunity Programs and Services (EOPS) Plan
- District Technology Strategic Plan

The Chancellor shall submit those plans to the Board for which Title 5 requires Board approval.

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

## References:

ACCJC Accreditation Standards 1.4 and 3.5;

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

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## Attachments

 [BP 3250 Institutional Planning- Comments](#)

 [BP 3250 Institutional Planning- Legal Citations](#)

## Approval Signatures

Step Description	Approver	Date
Approved per Level 2 process in AP 2410	Raquel Perez: Senior Executive Admin Asst	08/2025



Origination 02/2009  
Last Approved 08/2025  
Last Revised 08/2025  
Next Review 08/2035

Chapter Lead Nohemy Ornelas:  
Chapter 3(CC),4&5  
Policy Area Chapter 3  
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## AP 3250 Institutional Planning

- A. The colleges and District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technological, and financial resources.

Applying the criteria of accreditation standards, the planning process will be guided by adopted mission, vision, and values and will develop specific goals, objectives, and strategies, which have measurable outcomes and specific accountability.

Action plans will be reviewed and revised annually and approved by the respective planning bodies.

- B. Academic Senate will be the representative body in all academic and professional matters, as defined by Title 5 Section 53200.
- C. Institutional effectiveness research, program reviews, and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.
- D. The Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means.
- E. Planning documents will be submitted to the California Community College Chancellor's Office in a timely manner when required.

## References:

ACCJC Accreditation Standards 1.4 and 3.5;

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

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## Attachments

- [!\[\]\(a22ba4e13c745edbf29e51af246c4c12\_img.jpg\) AP 3250 Institutional Planning- Comments](#)
- [!\[\]\(33b18af9a4b997eb52666cfeb3c44157\_img.jpg\) AP 3250 Institutional Planning- Legal Citations](#)

## Approval Signatures

Step Description	Approver	Date
Approved per Level 2 process in AP 2410	Raquel Perez: Senior Executive Admin Asst	08/2025

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