

How Cerritos College Plans



Mission Statement

Cerritos College values its diverse student population and is committed to providing these students with high quality, comprehensive instructional programs and support services that improve student success and offer clear pathways to achieve personal, educational, and career goals. In doing so, the college develops in students the knowledge, skills, and values that prepare them to be productive participants in the global community.

Educational Master Plan (EMP)

The Educational Master Plan serves an iterative function which begins and ends the entire planning cycle (6 years) for the college. It is used at the start of the planning process to provide the framework for the Strategic Plan/Goals, Unit Plans, Area Plans, and College Annual Plan (college wide priorities); and serves as an end to the planning process by encompassing evaluation of the measurable goals/assessment data.

Purpose

Provide long range vision for institutional direction and goal setting, and goal achievement.

Lead agents for developing the EMP

College President and Director of Institutional Effectiveness, Research and Planning

Writing group composition

Vice Presidents and the Faculty Senate President and/or their designees, members of the Planning and Budget Committee

Approval Process

Planning and Budget Committee; Faculty Senate; Coordinating Council, Board of Trustees

When

6-year cycle; comprehensive evaluation begins in the final year of the previous EMP. Current EMP 2017-2023 in development.

Strategic Plan

Strategic Plan serves as a mid-cycle, working document to achieve outcomes established by the EMP. It is used concurrently with the EMP in order to provide the framework for the Unit Plans, Area Plans, and College Annual Plan/Resource Allocation priorities. The Strategic Plan provides a mid-point (3 years) for assessment of EMP goals and iterative input/goal refinement.

Purpose

Mid way vision, providing immediate and short term measurement of goals toward progress of EMP.

Lead agents for developing the Strategic Plan (aka Strategic Goals)

College President; Director of Institutional Effectiveness, Research and Planning

Writing group composition

Vice Presidents; Faculty Senate President; Planning and Budget Committee

Approval Process

Planning and Budget Committee; Faculty Senate; Coordinating Council

When

Three-year cycle; developed concurrently with the EMP. Current EMP 2017-2023 in development; Strategic Plan will be for 2017-20 cycle. Evaluation/Goal Measurement in 2019-20, with iterative Strategic Plan/Goals then determined for 2020-2023.

Unit Plan/Division Plan/Area Plans

Unit Plans are developed within the respective units of each Area, reflecting the planning priorities identified through Program Review data analysis, SWOTs, goal setting, and activities. Resource allocation requests reflect the priorities determined by the unit.

Lead agents for developing the Unit Plans

Faculty Department Chair/Faculty Program Director of the Unit for the first level Unit Plan; Dean/Director for Division plans. Area Vice President for the Area Plans.

Writing group composition

Unit Plan:

Faculty, classified staff, students, administrators of the Unit.

Division Plan

Dean/Directors with their Division constituents. Prior to the Division Plan advancing to the Area Vice President, the Dean/Director will present the Division plan to their respective Division.

Area Plan

Area Vice President with their respective Managers.

Approval Process

Unit Plan

Submitted to Dean/Director of Division.

Division Plan

Submitted to Area Vice President.

Area Plan

Area Plans are submitted by each area Vice President to the Planning and Budget Committee for discussion/college annual plan prioritization.

When

Annually, in the spring semester, in preparation for the next academic year.

College Annual Plan

The College Annual Plan establishes the college's activities and resource allocation prioritization to be funded for the following year, in alignment with the Educational Master Plan, and Strategic Plan/Goals.

Lead agent for developing the College Annual Plan

Co-Chairs of Planning and Budget Committee

Writing group composition

Planning and Budget Committee

Approval Process

Planning and Budget Committee; Coordinating Committee

When

Annually, in the spring semester, in preparation for the next academic year.

Enrollment Management Plan

To ensure the institution maintains academic program offerings and related support services, and does so within the college's budget allocation for instruction, the college completes an Enrollment Plan.

Lead agents for developing the Enrollment Plan

Vice President of Academic Affairs; Vice President of Student Services (Co-Chairs of Enrollment Management Committee); and Director of Institutional Effectiveness, Research, and Planning.

Writing group composition

Enrollment Management Committee; with data required from the following offices: Dean of Academic Affairs responsible for Schedule/Catalog development, Dean of Admissions & Records; Deans/Directors of Student Services areas; Vice President of Business Services; manager responsible for grants administration/oversight.

Approval Process

Enrollment Management Committee; Planning and Budget Committee; Coordinating Committee; Faculty Senate

When

Three-year plan to coincide with Strategic Plan/Strategic Goals, and EMP; data/evidence reviewed annually for goal achievement and iteration to the plan, as needed.

Technology Plan

To ensure the college maintains currency and sufficiency with technological requirements, the college completes a Technology Plan. It serves to advise the college on innovation needed as well as resource allocation priorities, along with staffing requirements to meet the college's IT needs.

Lead agents for developing the Technology Plan

Director of Information Technology

Writing group composition

Information Technology Standards committee, and additional group members order to ensure representation from all 4 Areas (Academic Affairs, Student Services, Business Services, Human Resources); Director of Institutional Effectiveness, Research, and Planning or designee.

Approval Process

Planning and Budget as an information item; Coordinating Committee

When

Coincides with Unit/Division/Area planning-- annually in the spring semester.

EEO/Diversity Plan

To ensure Title IX compliance, the college completes an EEO/Diversity Plan annually

Lead agents for developing the EEO/Diversity Plan

Vice President of Human Resources, Director Diversity/Compliance and Title IX Coordinator.

Writing group composition

DEEOC Committee

Approval Process

DEEOC Committee; Planning and Budget Committee; Coordinating Committee; Board of Trustees

When

Every three years (next due in 2020)

Facilities Master Plan

To ensure the college has a plan in order to meet staffing needs and can sustain the fiscal obligations of staffing, the college will begin and complete a Facilities Master Plan starting in 2018-19.

Lead agents for developing the Facilities Master Plan

Vice President of Business Services; Director of Physical Plant and Construction; Director of Information Technology; Vice President of Academic Affairs; Vice President of Student Services

Writing group composition

Lead agents and Facilities Planning Committee

Approval Process

Planning and Budget Committee; Faculty Senate; Coordinating Committee; Board of Trustees

When

Every 6 years in concert with the Educational Master Plan

Sustainability Plan

The Sustainability Plan is a specific guide to promote campus sustainability and to ensure the College is ready to meet the ever-changing educational and facilities needs of its students and community, and expand the learning environment to support student success and completion.

Lead agents for developing the Sustainability Plan

Vice President of Business Services; Director of Physical Plant and Construction; Facilities Planning Committee

Writing group composition

Vice President of Business Services; Director of Physical Plant and Construction; Facilities Planning Committee

Approval Process

Facilities Planning Committee; Planning and Budget Committee; and Coordinating Committee

When

Every six years to coincide with the Facilities Master Plan.

Human Resource Plan - In development

To ensure the college has a plan in order to meet staffing needs and can sustain the fiscal obligations of staffing, the college will begin and complete a Human Resource Plan starting in 2018-19.

Lead agents for developing the Human Resource Plan

Vice Presidents

Writing group composition

Vice President of Academic Affairs or designee; Vice President of Student Services or designee; Vice President of Business Services or designee; ACCME President or designee; CSEA President or designee; Faculty Senate President or designee.

Approval Process

Planning and Budget Committee; Coordinating Committee

When

Annually in the spring semester.

6-Year Planned Course Offerings – In development

To ensure the institution maintains academic program offerings in a rotation such that students can complete their degrees/certificates within 6 years (attending part time), the academic departments complete 6-Year Planned Offerings. These documents will become available to students on the web so they can plan their long term educational plans with the scheduled course offerings.

Lead agents for developing the 6-Year Planned Offerings

Vice President of Academic Affairs; Dean of Academic Affairs responsible for Schedule/Catalog; Instructional Deans/Department Chairs.

Writing group composition

Completed by instructional units offering courses-- Division Deans/Department Chairs and faculty within the programs/departments. Support for this process is provided by IERP.

Approval Process

No approval necessary. Uploaded to web upon completion.

When

Annually in the fall semester. (Serves to inform resource allocation requests which are part of the Unit plans, due in the spring)

Student Services Program Review

Student Services will conduct a peer program review grounded in the Council for the Advancement of Standards in Higher Education (CAS). Each department will be reviewed on a three-year cycle. Program Review committees will meet over the course of a semester, culminating in a final report that includes a description of the review process, an in-depth analysis of program strengths and weaknesses, and a list of action items to address areas for growth.

Lead agents for developing the Student Services Plan

Vice President of Student Services

Writing group composition

Student Services managers, counselors, and staff. May also include instructional managers and/or community members, colleagues, and area experts.

Approval Process

Vice President of Student Services

When

Ongoing, three-year cycle.

Student Equity (Required by State)

The Student Equity and Achievement Program merges funding for three initiatives: the Student Success and Support Program; the Basic Skills Initiative; and Student Equity. Integrating these efforts into a single Student Equity and Achievement Program advances our goal of demolishing once and for all the achievement gaps for students from traditionally underrepresented populations.

Lead agents for developing the Student Equity Plan

Student Equity Committee

Writing group composition

Student Equity Committee

Approval Process

Planning and Budget Committee; Faculty Senate; Coordinating Committee

When

Cycle and deadline are determined by the State Chancellor's Office.

Local Vision Goals (Required by State)

July 2018, the Governor and the Legislature established a new funding formula for the California Community Colleges [AB 1809, Chapter 33, Statutes of 2018]. In that Statute, colleges/districts are required to establish the following:

1. Local goals that are aligned with the system-wide goals in the Vision for Success
2. Local goals that are numerically measurable
3. Local goals that specify the timeline for improvement

Lead agents for developing the Local Vision Goals

Vice President of Academic Affairs

Writing group composition:

Vice President of Academic Affairs; Institutional Effectiveness, Research, and Planning

Approval Process

Planning and Budget Committee; Faculty Senate; Coordinating Committee

When

Cycle and deadline are determined by the State Chancellor's Office.

Integrated BSI/SE/SSSP Plan (Required by State, sunsetting)

This plan is also known as the "Integrated Plan" by the State Chancellor's office. Basic Skills Initiative (BSI), Student Equity (SE), and Student Support and Success Programs (SSSP) have been integrated for goal setting and reporting by the State Chancellor's office "as all three have the same ultimate goal of increasing student success while closing achievement gaps;" and for this reason, there is "strong potential for overlap between and among the programs".

Lead agents for developing the Integrated Plan

Steering Committee comprised of Vice President of Academic Affairs; Vice President of Student Services; Dean IERP; BSI Co-Chairs; SSSP Co-Chairs; Student Equity Co-Chairs; Student Equity Research Analyst; Department Chairs of Counseling, English, and Math; Faculty Senate President (or designee)

Process for input

Steering Committee provide vision and leadership for the plan. Members of the steering committee take ideas to their respective committee constituents, as well as bring ideas to the steering group from the respective committee constituents.

Writing group composition

Steering Committee

Approval Process

Planning and Budget Committee; Faculty Senate; Coordinating Committee

When

Cycle and deadline are determined by the State Chancellor's Office.

Resources available for planning

Factbook (Internal Scan) and Program Review Data Sets

Provided by Institutional Effectiveness, Research, and Planning at the beginning of each fall semester annually. External Scan/LMI provided on a 3-6 year cycle and coincides with EMP/Strategic Plan.

Program Review

In order to assess the effectiveness of its programs, the college conducts Program Review which incorporates evaluation/assessment of Student Learning Outcomes (SLOs)/Service Area Outcomes (SAOs). Instructional Programs undergo a Peer Review process every 6 years; CTE programs undergo Program Review every two years (as required by the State Chancellor's Office).

Instructional Program Review (IPR) is the purview of the Faculty Senate (and is a Senate committee). The process for IPR is outlined on the Program Review website.

Programs that are not under the purview of IPR (administrative units), will follow the Program Review process; and timeline to accomplish a 6-year peer-review process (in development).

When

See Schedules on website (programs rotate on a schedule).

Document Approval Timeline:

Planning & Budget Committee Approved May 4, 2017; updated Aug. 16, 2018,

First working draft presented September 19, 2019 Planning and Budget Committee Meeting

Second working draft presented October 3, 2019 Planning and Budget Committee Meeting

Third working draft presented October 17, 2019 Planning and Budget Committee Meeting

Approved October 17, 2019, Planning and Budget Meeting