

**General Institution**

1 **BP 3250 INSTITUTIONAL PLANNING**

2 **References:**

3 ACCJC Accreditation Standards 1.4 and 3.5;  
4 Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and  
5 56270 et seq.

6 The institution’s mission directs resource allocation, innovation, and continuous quality  
7 improvement through ongoing systematic planning and evaluation of programs and  
8 services.

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

13 The President/Superintendent shall ensure that the District has and implements a broad-  
14 based, comprehensive, and integrated system of planning that expresses the District’s  
15 philosophy and mission, involves appropriate segments of the College community, and is  
16 supported by institutional effectiveness research.

17 The planning system shall include plans required by law as well as plans that support the  
18 goals, objectives, activities, and outcomes aligned with the college’s Educational Master  
19 Plan. The college will maintain a list of plans, who is involved in the plan creation, and the  
20 achievement outcomes the plan will be addressing.

21 The President/Superintendent shall submit plans to the Board of Trustees for which Board  
22 of Trustees approval is required by Title 5.

23 The President/Superintendent shall inform the Board of Trustees about the status of  
24 planning and the various plans.

25 The President/Superintendent shall ensure the Board of Trustees has an opportunity for  
26 input regarding the college’s mission statement and goals for the Educational Master  
27 Plan.

28 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Adopted:** November 7, 2007

**Dates Revised:** November 18, 2013; April 3, 2019; May 21, 2025

**Date Reviewed:** November 16, 2022