



## Office of Academic Affairs

**To:** Campus Community

**From:** Frank Mixson, Ph.D.  
Vice President, Academic Affairs and Assistant Superintendent

**Date:** September 15, 2026

**Subject:** Institutional Planning Academic Year 2026-2027

The college's 2027–2028 (FY28) Institutional Planning process is now underway. Institutional planning is an essential part of maintaining high-quality programs and services that support student learning and advance the college's priorities.

The planning process includes two pathways: Program Review and Annual Planning.

### **Program Review**

Departments/Programs scheduled for Program Review have been contacted separately with information about the Program Review process, timelines, and required planning materials. If your program is participating in Program Review this year, please refer to that communication for specific instructions and deadlines.

### **Annual Planning**

Annual Planning has commenced for departments and programs that are not undergoing Program Review this year. Annual Planning provides an opportunity for units to reflect on their goals, student and user data, and assessment outcomes (PLOs/SLOs; AUOs/SAOs) to identify progress, areas for improvement, and resource needs.

Collaboration among members of each department and program is an important part of the planning process. Teams are encouraged to work together on program reviews and annual plans to develop and/or reflect on goals, identify activities to support those goals, assess, and analyze outcomes, and communicate resource needs for the upcoming fiscal year.

### **Institutional Planning Teams Access**

Cerritos College's Institutional Planning platform has moved to Microsoft Teams. The new platform provides a more collaborative planning experience while making it easier to access historical planning documents for programs, departments, divisions, and areas. For more information about the Institutional Planning Teams folder structure, access levels, and organization of planning materials, please review the [Institutional Planning Team Guide](#).

Invitations to the Institutional Planning Teams have been sent based on access from the previous planning cycle. The Teams site provides access to current planning templates, worksheets, instructions, and other resources needed to complete the planning process.

Please review the [Teams Access Sheet](#) to confirm that the appropriate individuals in your unit or department have access. If you need to add or remove individuals, please email [planning@cerritos.edu](mailto:planning@cerritos.edu) with the requested access changes by **September 30, 2026**.

### **Key Deadlines**

- **September 30, 2026:** Submit any Institutional Planning Teams access changes to [planning@cerritos.edu](mailto:planning@cerritos.edu); Institutional Program Review draft deadline
- **October 31, 2026:** Non-Instructional and Student Services Program Review draft deadline
- **December 15, 2026:** Annual Plan Submission Deadline
- **January 10, 2027:** Non-Instructional and Student Services Program Review final draft deadline
- **February 20, 2027:** Division Resource Request Deadline

\* If the deadline falls on a holiday or weekend, the deadline is the next business day

For the complete list of deadlines, please see the [Planning Timelines](#) document. Completing institutional planning is essential for our compliance with accreditation standards. For additional context and assistance with your planning, please refer to the [Cerritos College's Decision-Making Process: A Guide to Planning and Budget](#).

### **Planning Resources and Support**

IERPG has developed resources to support you throughout the planning process. The *Institutional Planning Teams General Channel* includes planning templates, worksheets, template tips, how-to guides, and other resources to assist with completing your plan. More information on Institutional Planning can also be found on the *Effectiveness & Planning* page on the [IERPG site](#).

I would like to personally thank Esthela Chavez-Prado, IERPG Research Analyst-Student Equity, for her continued hard work on developing a meaningful planning process. She continues her good work by making herself available for consultations to assist with your planning needs. To set-up a consultation time or additional support, please email her at [planning@cerritos.edu](mailto:planning@cerritos.edu).

Thank you for your collaboration and continued commitment to thoughtful, data-informed planning that supports student success.