



CERRITOS COLLEGE
PLANNING DOCUMENT TEMPLATE/GUIDELINES
PRESENTED TO PLANNING & BUDGET COMMITTEE
 Approved on OCT. 5, 2017

Planning is a complex process involving data/research and other evidence in order to evaluate past performance and determine what changes, if any, are needed to improve. Planning also involves many people with different perspectives on goals/activities to obtain desired results. For the college to have synchronicity amongst its planning and resource allocation process, this template will be used for all planning documents, unless a template is required for state/federal purposes—for example, the BSI/3SP/Student Equity plan has a template required for use by the State Chancellors office. The planning document approval process, along with the individuals/committees which are involved in its creation is explained in a document titled: How Cerritos College Plans. The leadership for plan development is identified, along with those campus community members who should be involved.

Please see the IERP webpage for the Enrollment Management Plan as a sample for all of the parts of the planning documents which need to be developed. The data used for development of the plan is provided for review. There is a table of content provided, identifying the discernible sections of the plan. There are SWOT documents for each section of the plan. Goals are written on a template, which connect each goal to our Educational Master Plan goals.

Step 1. Evaluate achievement of previous plan. Review data/research and other evidence

Step 2. Identify strengths, weaknesses, opportunities, and threats; Write the SWOT analysis

Strengths and weaknesses are internal factors, for which the college has control. Opportunities and threats are external factors, for which the college has no control. Summarize the data/research and evidence you reviewed to write your SWOTs. As this document is a public facing document, tact and diplomacy are important as we discuss our weaknesses and threats. Employees (by name) should not be identified in the SWOT; it should be focused on the “units” of the college performing the activities.

Step 3. Write the plan goals with the College in mind

Goals should be written as SMART as possible. S= specific, M= measurable, A= active voice, R= realistic, T= timely. Whenever possible, a measureable target will be identified so that the college can measure goal achievement.

Step 4. Identify which activities will be undertaken to accomplish the goals. Write this into the template

The goal will be written in the header area, so that it will populate onto multiple pages (if needed). The activities will be identified, along with who will provide the leadership for the activity, and who will be involved. This is important so resource allocation requests can be written into a “Unit Plan”, if the Unit does not currently have the resources needed to carry out the activity to achieve the goal.



Enrollment Management Plan
Goal #1: Maintain base of 18,000 FTES

Approvals: Coordinating Committee 2/6/17; Planning & Budget Committee 2/2/17; Enrollment Management Committee 1/25/17

IMMEDIATE; Year 2 and Year 3 continue goals and activities, and measurement

Aligned to EMP Goal:	ACTIVITY/ACTIVITIES:	WHO NEEDS TO BE INVOLVED/LEAD?	METRIC	RESOURCES NEEDED	WHEN?
A, B, E, F	1. Advertise CTE courses to gain “Skills Builders” students and employers (CTE advisory board partners) 2. Create more CTE/Dual Enrollment pathway programs with service area high schools 3. Completion dashboard implementation—measure its impact (Strategic Goal #5) 4. Posters all over campus announcing payment deadlines to avoid drop; announce drop/add.	1. L: Deans of CTE programs I: Public Affairs 2. L: Deans of CTE programs I: EPP & School Relations 3. L: Deb Moore/Frank Mixon & IT 4. L: Public Affairs I: Media Services	18,000 FTES: 9,000 FTES by end of fall 8,000 FTES by end of Spring 1,000 FTES by end of summer	Cost of materials Time and effort	immediate

Step 5. Communicate the goals/activities to “Units” involved in achieving the goals/activities

Communication is key to the goal attainment. Wherever a “Unit” is identified to complete an activity, the Unit should reflect any resource allocation requests in order to achieve the goal.

Step 6. Take the planning document through the required approval process. (See document: How Cerritos College Plans)

Be aware of committee meeting dates, and agenda submission deadlines as you prepare your timeline for approval. All planning documents must obtain a recommendation for approved before moving onto the next committee in the approval process. Once the final committee in the process approves the plan, the component parts of the plan must be provided to Institutional Effectiveness, Research, and Planning for posting on the IERP Planning website. IERP will serve as the repository for all planning documents.