

General Institution
DRAFT as of 9/30/15

BP 3250 INSTITUTIONAL PLANNING

References:

Accreditation Standard I.B;
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250,
55510, and 56270 et seq.

NOTE: This policy is legally required.

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 planning system shall include plans required by law, including, but not limited to:

- Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Governing Board
- Facilities Plan
- Faculty and Staff Diversity Plan
- Student Equity Plan
- Student Success and Support Plan
- EOPS Plan

The Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board.

NOTE: The following language is suggested as good practice.

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

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel.

Date Adopted:

(This is a new policy recommended by the Policy and Procedure Service and its legal counsel.)

Legal Citations for BP 3250

Accreditation Standard I.B; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, 56270 et seq.

Accreditation Standard I: Institutional Mission and Effectiveness

B. Improving Institutional Effectiveness

The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

Cal. Admin. Code tit. 5, s 51008

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 2. COMMUNITY COLLEGE STANDARDS
SUBCHAPTER 1. MINIMUM CONDITIONS

s 51008. Comprehensive Plan.

(a) The governing board of a community college district shall establish policies for, and approve, comprehensive or master plans which include academic master plans and long range master plans for facilities. The content of such plans shall be locally determined, except that the plans shall also address planning requirements specified by the Board of Governors.

(b) Such plans, as well as any annual updates or changes to such plans, shall be submitted to the Chancellor's Office for review and approval in accordance with Section 70901(b)(9) of the Education Code and with regulations of the Board of Governors pertaining to such plans.

Cal. Admin. Code tit. 5, s 51010

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 2. COMMUNITY COLLEGE STANDARDS
SUBCHAPTER 1. MINIMUM CONDITIONS

s 51010. Equal Employment Opportunity.

The governing board of a community college district shall:

- (a) adopt a district policy which describes its equal employment opportunity program and meets the requirements of section 53002;
- (b) develop and adopt a district equal employment opportunity plan which meets the requirements of section 53003;
- (c) ensure that its employment patterns are annually surveyed in the manner required by section 53004;
- (d) ensure that a program of recruitment is carried out as required by section 53021;
- (e) ensure that screening and selection procedures are developed and used in accordance with section 53024;
- (f) ensure that, where necessary, additional steps are taken consistent with the requirements of section 53006;
- (g) ensure that the pattern of hiring and retention, when viewed over time, is consistent with the objectives established in the district's equal employment opportunity plan; and
- (h) substantially comply with the other provisions of subchapter 1 (commencing with section 53000) of chapter 4.

Cal. Admin. Code tit. 5, s 51027

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 2. COMMUNITY COLLEGE STANDARDS
SUBCHAPTER 1. MINIMUM CONDITIONS

s 51027. Transfer Centers: Minimum Program Standards.

- (a) The governing board of each community college district shall recognize transfer as one of its primary missions, and shall place priority emphasis on the preparation and transfer of underrepresented students, including African-American, Chicano/Latino, American Indian, disabled, low-income and other students historically and currently underrepresented in the transfer process.
- (b) Each community college district governing board shall direct the development and adoption of a transfer center plan describing the activities of the transfer center and the services to be provided to students, incorporating the provisions established in the standards outlined below. Plans shall identify target student populations and shall establish target increases in the number of applicants baccalaureate institutions from these populations, including specific targets for increasing the transfer applications of underrepresented students among transfer students. Plans shall be developed in consultation with baccalaureate college and university personnel as available.

Plan components shall include, but not be limited to: services to be provided to students; facilities; staffing; advisory committee; and evaluation and reporting.

(1) Required Services. Districts shall:

- (A) Identify, contact, and provide transfer support services to targeted student populations as

identified in the transfer center plan, with a priority emphasis placed on African-American, Chicano/Latino, American Indian, disabled, low-income, and other underrepresented students. These activities shall be developed and implemented in cooperation with student services departments and with faculty.

(B) Ensure the provision of academic planning for transfer, the development and use of transfer admission agreements with baccalaureate institutions where available and as appropriate, and the development and use of course-to-course and major articulation agreements. Academic planning and articulation activities shall be provided in cooperation with student services, with faculty, and with baccalaureate institution personnel as available.

(C) Ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling services.

(D) Monitor the progress of transfer students to the point of transfer, in accordance with monitoring activities established in the Transfer Center Plan.

(E) Support the progress of transfer students through referral as necessary, to such services as ability and diagnostic testing, tutoring, financial assistance, counseling, and to other instructional and student services on campus as appropriate.

(F) Assist students in the transition process, including timely completion and submittal of necessary forms and applications.

(G) In cooperation with baccalaureate institution personnel as available, develop and implement a schedule of services for transfer students to be provided by baccalaureate institution staff.

(H) Provide a resource library of college catalogs, transfer guides, articulation information and agreements, applications to baccalaureate institutions, and related transfer information.

(2) Facilities. Each district governing board shall provide space and facilities adequate to support the transfer center and its activities. Each district shall designate a particular location on campus as the focal point of transfer functions. This location should be readily identifiable and accessible to students, faculty, and staff.

(3) Staffing. Each district governing board shall provide clerical support for the transfer center and assign college staff to coordinate the activities of the transfer center; to coordinate underrepresented student transfer efforts; to serve as liaison to articulation, to student services, and to instructional programs on campus; and to work with baccalaureate institution personnel.

(4) Advisory Committee. Each district shall designate an advisory committee to plan the development, implementation, and ongoing operations of the transfer center. Membership shall be representative of campus departments and services. Baccalaureate institution personnel shall be included as available.

(5) Evaluation and Reporting. Each district governing board shall include in its transfer center plan a plan of institutional research for ongoing internal evaluation of the effectiveness of the college's transfer efforts, and the achievement of its transfer center plan.

Each community college district shall submit an annual report to the Chancellor describing the status of the district's efforts to implement its transfer center(s), achievement of transfer center plan targets and goals, and expenditures supporting transfer center operations.

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 3. ALTERNATIVE INSTRUCTIONAL METHODOLOGIES
ARTICLE 4. ◀**COOPERATIVE**▶ WORK EXPERIENCE EDUCATION

§ 55250. Approved Plan Required.

Any program of ◀**Cooperative**▶ Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of ◀**Cooperative**▶ Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

5 CCR § 55251
Cal. Admin. Code tit. 5, § 55251

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 3. ALTERNATIVE INSTRUCTIONAL METHODOLOGIES
ARTICLE 4. COOPERATIVE WORK EXPERIENCE EDUCATION

§ 55251. Requirements of Plan.

(a) The district plan shall contain the following provisions:

(1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor.

(2) A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program.

(3) A specific description for each type of Cooperative Work Experience Education program.

(4) A description of how the district will:

(A) Provide guidance services for students during enrollment in Cooperative Work Experience Education.

(B) Assign a sufficient number of qualified, academic personnel as stipulated in the district plan to direct the program and to assure district services required in section 55255.

(C) Assure that students' on-the-job learning experiences are documented with written

measurable learning objectives.

(D) With the assistance of employers, evaluate students on-the-job learning experiences.

(E) Describe basis for awarding grade and credit.

(F) Provide adequate clerical and instructional services.

(b) Prior to implementation, any changes or revisions to the district plan shall be submitted for approval to the Chancellor.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

Cal. Admin. Code tit. 5, s 53003

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 4. EMPLOYEES
SUBCHAPTER 1. EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS
ARTICLE 1. GENERAL

s 53003. District Plan.

(a) The governing board of each community college district shall develop and adopt a district-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans and revisions shall be submitted to the Chancellor's Office for review and approval.

(b) Such plans shall be reviewed at least every three years and, if necessary, revised and submitted to the Chancellor's Office for approval. Each community college district shall notify the Chancellor at least 30 days prior to adopting any other amendments to its plan.

(c) In particular, the plan shall include all of the following:

(1) the designation of the district employee or employees who have been delegated responsibility and authority for implementing the plan and assuring compliance with the requirements of this subchapter pursuant to section 53020;

(2) the procedure for filing complaints pursuant to section 53026 and the person with whom such complaints are to be filed;

(3) a process for notifying all district employees of the provisions of the plan and the policy statement required under section 53002;

(4) a process for ensuring that district employees who are to participate on screening or selection committees shall receive appropriate training on the requirements of this subchapter and of state and federal nondiscrimination laws;

(5) a process for providing annual written notice to appropriate community-based and professional organizations concerning the district's plan and the need for assistance from the

- community and such organizations in identifying qualified applicants;
- (6) an analysis of the number of persons from monitored groups who are employed in the district's work force and those who have applied for employment in each of the job categories listed in section 53004(a);
 - (7) an analysis of the degree to which monitored groups are underrepresented in comparison to the numbers of persons from such groups whom the Chancellor determines to be available and qualified to perform the work required for each such job category and whether or not the underrepresentation is significant;
 - (8) methods for addressing any underrepresentation identified pursuant to subparagraph (7)
 - (9) additional steps consistent with section 53006 to remedy any significant underrepresentation identified in the plan; and
 - (10) any other measures necessary to further equal employment opportunity throughout the district.
- (d) The plan shall include any goals for hiring persons with disabilities that are required by section 53025.
- (e) The plans submitted to the Chancellor shall be public records.
- (f) Each community college district shall make a continuous good faith effort to comply with the requirements of the plan required under this section.
- (g) In developing the availability data called for in subsection (c)(7), the Chancellor shall work through the established Consultation Process.

Cal. Admin. Code tit. 5, s 54220

TITLE 5. EDUCATION DIVISION 6. CALIFORNIA COMMUNITY COLLEGES CHAPTER 5. STUDENTS SUBCHAPTER 4. STUDENT EQUITY

s 54220. Student Equity Plans.

- (a) In order to promote student success for all students, the governing board of each community college district shall adopt, by July 1, 1993, a student equity plan which includes for each college in the district:
- (1) Campus-based research as to the extent of student equity in the five areas described in paragraph (2) and the determination of what activities are most likely to be effective;
 - (2) Goals for access, retention, degree and certificate completion, ESL and basic skills completion, and transfer; for the overall student population and for each population group of students, as appropriate. Where significant underrepresentation is found to exist in accordance with standards adopted by the Board of Governors, the plan shall include race-neutral measures for addressing the disparity, and, when legally appropriate, race-conscious measures for addressing the disparity;
 - (3) Implementation activities designed to attain the goals, including a means of coordinating existing student equity related programs;
 - (4) Sources of funds for the activities in the plan;
 - (5) Schedule and process for evaluation; and

(6) An executive summary that includes, at a minimum, the groups for whom goals have been set, the goals, the initiatives that the college or district will undertake to achieve these goals, the resources that have been budgeted for that purpose, and the district official to contact for further information.

(b) These plans should be developed with the active involvement of all groups on campus as required by law, and with the involvement of appropriate people from the community.

(c) The Board-adopted plan shall be submitted to the Office of the Chancellor, which shall publish all executive summaries, sending copies to every college and district, the chair of each consultation group that so requests, and such additional individuals and organizations as deemed appropriate.

(d) For the purposes of this section, "each population group of students" means American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, Hispanics, Whites, men, women, and persons with disabilities. A person shall be included in the group with which he or she identifies as his or her group.

Cal. Admin. Code tit. 5, s 55080

5 CCR s 55080

Cal. Admin. Code tit. 5, s 55080

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 8. EDUCATIONAL MASTER PLANS

s 55080. Adoption and Content of Plans.

(a) The governing board of each community college district shall establish policies for, and approve, current and long range educational plans and programs for each community college which it maintains and for the district as a whole.

(b) Each plan shall be modified and brought up to date periodically as deemed necessary by the governing board.

(c) Each plan shall contain the educational objectives of the community college or district and the future plans for transfer programs, career technical programs, noncredit courses and programs, and remedial and developmental programs. On the basis of current and future enrollment, it shall contain plans for the development and expansion of ancillary services, including services in the library and for counseling, placement, and financial aid.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70902, Education Code.

Cal. Admin. Code tit. 5, s 55190

5 CCR s 55190

Cal. Admin. Code tit. 5, s 55190

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 2. APPROVAL BY THE CHANCELLOR
ARTICLE 5. APPROVAL OF EDUCATIONAL MASTER PLANS

s 55190. Review and Approval by Chancellor.

(a) Upon request by the Chancellor, a community college district shall submit to the Chancellor a copy of its current educational master plan as adopted pursuant to section 55080.

(b) the Chancellor shall review each master plan as he or she considers appropriate. The Chancellor shall approve the plan and so notify the district or send a statement of deficiencies to the chief executive officer of the district.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Cal. Admin. Code tit. 5, s 55510

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 6. MATRICULATION PROGRAMS
ARTICLE 2. PLANNING AND ADMINISTRATION

s 55510. Matriculation Plans.

(a) Each community college district shall adopt a matriculation plan describing the services to be provided to its students. The plan shall include, but not be limited to:

- (1) a description of the methods by which required services will be delivered;
- (2) the district's budget for matriculation;
- (3) plans for faculty and staff development;
- (4) computerized information services and institutional research and evaluation necessary to implement this Chapter;
- (5) criteria for exempting students from participation in the matriculation process;

- (6) procedures for establishing and periodically reviewing prerequisites pursuant to Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of this Division;
- (7) procedures for considering student challenges to prerequisites established pursuant to Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of this Division; and
- (8) in districts with more than one college, arrangements for coordination by the district of the matriculation plans of its various colleges.
- (b) The plan shall be developed through consultation with representatives of the academic senate, students, and staff with appropriate expertise, pursuant to Section 51023 et seq.
- (c) Such plans shall conform to the requirements of this Chapter and shall be submitted to the Chancellor for review and approval. Plans submitted prior to the effective date of this Section need not be revised or resubmitted if the Chancellor finds that they meet the requirements of this Chapter. Regardless of when plans are initially submitted, the Chancellor may require periodic updates of such plans.

Cal. Admin. Code tit. 5, s 56270 et seq.

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 7. SPECIAL PROGRAMS
SUBCHAPTER 2.5. EXTENDED OPPORTUNITY PROGRAMS AND SERVICES
ARTICLE 6. PLANS AND PRIORITIES

s 56270. Contract Plan.

- (a) Districts wishing to participate in EOPS shall submit for approval by the Chancellor a plan which conforms to the provisions of this chapter for each college within the district which intends to conduct an EOPS program. A college plan approved by the Chancellor shall constitute a contract between the district which operates the college and the Chancellor. Changes to the program plan may be made only with the prior written approval of the Chancellor.
- (b) The Chancellor will notify in writing those districts which submit plans on or before the deadline set pursuant to section 56274 of this part within ninety (90) days of that deadline whether the district's plan is complete and whether the plan is approved or disapproved. If the plan is disapproved, the Chancellor will notify the district how the plan is deficient. If a district plan is disapproved, the district may resubmit the plan and the Chancellor will approve or disapprove the resubmitted plan within ninety (90) days of its receipt.
- (c) The Chancellor's median, minimum and maximum times for approving district plans for EOPS, from the receipt of the initial plan to final approval of the plan, for fiscal years 1984-85 and 1985-86 are 245 days, 43 days and 610 days respectively. These times may include repeated resubmissions of plans by some community college districts. The estimated time lapse from initial receipt to the first action of approval or disapproval is estimated to be 87 days.

s 56271. Approved Programs and Services.

s 56272. Outline.

Each plan shall address the following:

- (a) the long-term goals of the EOPS program in supporting the goals of the college and the goals adopted for EOPS by the Board of Governors.
- (b) the objectives of the EOPS program to be attained in the fiscal year for which EOPS funds are allocated.
- (c) the activities to be undertaken to achieve the objectives, including how the college plans to meet the standards set forth in Articles 3, 4, and 5 of this Chapter.
- (d) an operating budget which indicates the planned expenditures of EOPS funds, and of other district funds to be used to finance EOPS activities.
- (e) the number of students to be served.
- (f) an evaluation of the results achieved in the prior year of funding.

s 56274. Deadlines.

The Chancellor's Office shall annually establish a final date for the submission of EOPS plans and shall notify districts of this date and distribute the forms for the submission of the plan not less than 90 days prior to that date. Applications and plans received after that date shall be returned to the applying district without evaluation or consideration.