STEP 1: SITUATIONAL ANALYSIS & RECOMMENDATION

Integrated Planning Committee (IPC) will:

A. CONDUCT A SITUATIONAL ANALYSIS (every 5 years with annual updates as needed). Situational Analysis is designed to create a culture of on-going reflection. Considerations should include but not be limited to:

- Where are we now?
- What are our stakeholders’ needs?
- What do our assessment data tell us? (Use Institutional Performance Data)
- What are we doing well?
- What can we improve?
- External opportunities/threats?
- What is happening in the external environment?
- Trends?

Documents to be reviewed include but are not limited to:
- PROGRAM REVIEW (every 5 yrs.)
- ED PLAN (5 yr. Plan; update annually)
- ANNUAL PROGRAM PLANS (i.e., Categorical Programs)
- ACCREDITATION SELF-STUDY
- COLLEGE FACILITIES, TECHNOLOGY & MATRICULATION PLANS
- Any annual departmental/unit updates that are available

B. RECOMMENDS 3-5 STRATEGIC DIRECTIONS (every 3-5 yrs; annual updates as needed):

- In what major directions will we focus our efforts to advance toward our vision?
- How will we know we have improved?
- What will we stop doing or do differently?

C. RECOMMENDS ANNUAL INSTITUTIONAL PRIORITIES

STEP 2: FEEDBACK

* Solicit feedback from Academic Senate, Classified Senate, and ASMC & Administrative Staff
* Conduct Campus Summit to inform campus, solicit feedback
STEP 3: ENDORSEMENT
College Council receives IPC recommendations as well as Step 2 feedback.
College Council modifies (as needed), confirms & endorses Strategic Directions & Annual Institutional Priorities

STEP 4: DIVISION GOALS
Each College Executive Administrator develops goals for his/her respective Division (i.e., President’s Office, Instruction, Student Services, and Business & Admin. Services)

STEP 5: ANNUAL UNIT ACTION PLANS
Each Unit develops annual Action Plans that support Institutional Priorities and Division Goals

**TEMPLATE 1**

STEP 6: SYNTHESIS
Each College Executive Administrator synthesizes Unit annual action plans and develops an Administrative Review, Analysis & Recommendation (A.R.A.R.)

**TEMPLATE 2**

Send to Business Serv. for Information and Preliminary Financial Analysis
Executive Administrators make presentations to IPC if requested; Q & A

**STEP 7: REVIEW & ANALYSIS**

IPC
Reviews, analyzes & comments.
(If needed, refers for specialized input & refinement)
**TEMPLATE 3**

College Council
1st Reading & Preliminary Discussion
Dec. 2005 Meeting

Administrative Staff

STEP 8: REVIEW & FEEDBACK

College Council
1st Reading & Preliminary Discussion
Dec. 2005 Meeting

STEP 7: REVIEW & ANALYSIS

IPC
Reviews, analyzes & comments.
(If needed, refers for specialized input & refinement)
**TEMPLATE 3**

STEP 8: REVIEW & FEEDBACK

College Council
1st Reading & Preliminary Discussion
Dec. 2005 Meeting

Administrative Staff

STEP 9: ENDORSEMENT OF COLLEGE ANNUAL ACTION PLAN
College Council Receives Feedback from Step 8 and Modifies (as needed) & Endorses College Action Plan

College Budget Committee
For financial analysis

STEP 10: PRESIDENTIAL APPROVAL
College President
Approves Plan subject to availability of funding