

## College Planning Council Charge and Membership

<b>Name of Committee or Council</b>	<b>College Planning Council (CPC)</b>
<b>Purpose</b>	<p>The College Planning Council (CPC) is a participatory governance body that acts as the central coordinating and directive body for the college’s planning efforts. Recommendations from the CPC go to the Board of Trustees for information and/or approval.</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Establish long-term planning priorities for the college             <ol style="list-style-type: none"> <li>A. At six-year intervals, conduct and oversee the process of updating the Strategic Plan and Mission Statement.</li> <li>B. Design and oversee a process to monitor the goals of the Strategic Plan.</li> </ol> </li> <li>2. Establish yearly planning priorities for the college             <ol style="list-style-type: none"> <li>A. Review internal and external data, state and federal initiatives, and planning committee documents from within the college community to make recommendations for yearly institutional priorities based on this input.</li> <li>B. Review and respond to the stated goals of the Board of Trustees and the Superintendent/President when formulating the priorities and planning activities of the college.</li> <li>C. Present annually to the Budget Advisory Committee institutional priorities and the ranked lists of augmentation requests developed through prioritization of the Vice Presidents' area goals and resource requests.</li> <li>D. Present annually to the Board of Trustees the institutional priorities and publish institutional priorities college-wide on the CPC website.</li> <li>E. At the beginning of the fall semester, each vice-president on the council shall be paired with a member of the Academic Senate Executive Committee and Classified Senate Executive Committee to work on matters or projects selected by the overall planning body. These teams will be charged with working together to recommend the composition and charge of a task force or the way to approach a specific issue and would then bring their recommendations back to the main body.</li> </ol> </li> <li>3. Establish charges and memberships for college planning council’s committees.</li> <li>4. Oversee a task force structure for the accomplishment of specific planning tasks or input:             <ol style="list-style-type: none"> <li>A. Establish task forces to address specific college projects and needs, including the determination of written charges and general composition of the task forces and determine when appropriate, if a task force should be recommended as a standing committee.</li> <li>B. Monitor and review the work of task forces through status reports from the task force leaders.</li> <li>C. Where appropriate, monitor the implementation of task force recommendations.</li> </ol> </li> </ol>

Charge approved at CPC/Academic Council Retreat – Dec. 11, 2014; Revised and approved on Sept. 8, 2016; Dec. 5, 2020; Nov. 3, 2022

	<p>5. Meet annually with the Budget Advisory Committee to align district budget with college planning.</p>
<b>Annual Timeline of Outputs</b>	<p>Annual:  Institutional Priorities (spring, prior to BAC development of budget assumptions)  Ranked list of augmentation requests developed through VP plans (spring)  Strategic Plan Goal Progress Report (spring)  Status Reports from committees and task forces (end of each semester)</p> <p>At minimum, update every six years:  Values  Mission Statement  Strategic Plan</p>
<b>Reporting</b>	<p>Recommendations from the CPC go to the Board of Trustees for information and/or approval.</p>
<b>Membership</b>	<p>The CPC is tri-chaired by the Academic Senate President, Classified Senate President, and the Superintendent-President or Superintendent-President designee.</p> <ol style="list-style-type: none"> <li>1. All members of the President’s Cabinet</li> <li>2. All members of the Academic Senate Executive Committee</li> <li>3. All members of the Classified Senate Executive Committee</li> <li>4. A representative from the instructional deans (appointed by the Vice President of Academic Affairs)</li> <li>5. A representative from the student services deans (appointed by the Vice President of Student Support Services)</li> <li>6. Two representatives appointed by ASB</li> <li>7. A representative appointed by LBCCFA</li> <li>8. A representative appointed by CHI</li> <li>9. Two representatives appointed by AFT</li> <li>10. SLO Coordinator</li> <li>11. One management representative appointed by the Superintendent-President</li> <li>12. Department Planning and Program Review Subcommittee Chair</li> <li>13. Dean, Institutional Effectiveness</li> <li>14. Director, Planning</li> </ol>
<b>Meeting Frequency and Schedule</b>	<p>Monthly on the 1<sup>st</sup> Thursday in Fall and 3<sup>rd</sup> Thursday in Spring, 2:30 – 4:30 PM</p>
<b>Other</b>	<p>Follows Administrative Procedure 2510 (Participation in Local Decision-Making)</p>