

College Planning Committee Charge and Membership

Name of Committee	College Planning Committee (CPC)
Purpose	The College Planning Committee (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.
Function	<ol style="list-style-type: none"> 1. Establish long-term planning priorities for the college <ol style="list-style-type: none"> A. At six-year intervals, conduct and oversee the process of updating the Strategic Plan and Mission Statement. B. Design and oversee a process to monitor the goals of the Strategic Plan. 2. Establish yearly planning priorities for the college <ol style="list-style-type: none"> 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. 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. 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. D. Present annually to the Board of Trustees the institutional priorities and publish institutional priorities college-wide on the CPC website. E. At the beginning of the academic year, each vice-president on the committee would be paired with a member of the Academic Senate Executive Committee to work on matters or projects selected by the overall planning body. These pairs could 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. 3. Establish charges and memberships for college planning committees. 4. Oversee a task force structure for the accomplishment of specific planning tasks or input: <ol style="list-style-type: none"> 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. B. Monitor and review the work of task forces through status reports from the task force leaders. C. Where appropriate, monitor the implementation of task force recommendations. 5. Meet annually with the Budget Advisory Committee to align district budget with college planning.

Charge approved at CPC/Academic Council Retreat – Dec. 11, 2014

Revised and approved at CPC Meeting – Sept. 8, 2016

Annual Timeline of Outputs	<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>
Reporting	<p>Recommendations from the CPC go to the Board of Trustees for information and/or approval.</p>
Membership	<p>The CPC is co-chaired by the Academic Senate President and the Superintendent-President.</p> <ol style="list-style-type: none"> 1. All members of the President’s Executive Committee 2. All members of the Academic Senate Executive Committee 3. A representative from the instructional deans (appointed by the Vice President of Academic Affairs) 4. A representative from the student services deans (appointed by the Vice President of Student Support Services) 5. Two representatives appointed by ASB 6. A representative appointed by CCA 7. A representative appointed by CHI 8. Two representatives appointed by AFT 9. SLO Coordinator 10. One management representative appointed by the Superintendent-President 11. Department Planning and Program Review Subcommittee Chair <p>Resources: 1. Dean, Institutional Effectiveness 2. Planning Systems Analyst I</p>
Meeting Frequency and Schedule	<p>Monthly on the 3rd Thursday, 2:30 – 4:30</p> <p>Usually meets in T-1046</p>
Other	<p>Follows Administrative Regulation 2006</p>