

Pacific Coast Campus Planning Group

The Superintendent-President designee shall establish a short-term Pacific Coast Campus (PCC) Planning Group to meet during the fall term based on the following charge and membership.

Pacific Coast Campus Planning Group Charge

On an annual basis, the planning group shall:

- Establish two separate meeting dates/times for the planning group to meet during the fall term.
- Review the PCC Plan goals and evaluate progress toward goals based on established metrics and prior year's activities.
- Identify which goals and metrics will continue and establish any new goals and metrics in alignment with the Strategic Plan and College mission. The Superintendent-President designee may also determine the need for additional goals based on data or known Superintendent-President priorities if and when they are absent from the prior year's PCC plan goals. Any additional goals must be aligned with the Strategic Plan and shared for input and feedback from the PCC Planning Group.
- Working with the tri-chairs of the planning group, establish a prioritization process to assist the planning group in determining which activities will be recommended for inclusion in the PCC Plan to accomplish the PCC Plan goals. This process should include an evaluation of data based on the established three-year metrics to inform activities for the coming year. The prioritization process should also take into consideration which activities may require resources and which do not require resources to move forward the goals.
- Based on the recommendations from the PCC Planning Group, the Superintendent-President designee and faculty and classified tri-chairs will develop the draft PCC Plan prior to the deadline established by the College Planning Council. A draft should be completed in time to be sent to the PCC Planning Group for a final opportunity for review and recommendations.
- At the conclusion of the PCC planning process, the Superintendent-President designee, working with the tri-chairs, will email the final PCC Plan and prioritized resource request list to the PCC Planning Group. The final plan will also be emailed to all Vice Presidents to share with their respective areas.
- The PCC Plan will be utilized to inform the development of the Vice President Level Plans during the spring term Vice President Level planning period.

Pacific Coast Campus Planning Group Memberships:

The PCC Planning Group will be tri-chaired by the Superintendent-President designee, a faculty member, and a classified staff member. The tri-chairs will be jointly responsible for ensuring the progress of the group's work.

Pacific Coast Campus Planning Group:

- Superintendent-President Designee (tri-chair)
- Faculty Tri-Chair*
- Classified Tri-Chair*
- (1) PCC faculty at-large
- (1) PCC Counseling faculty
- (1) PCC Librarian
- (1) PCC English as a Second Language faculty
- (2) PCC faculty from the School of Career Technical Education
- (1) Instructional Specialist representing PCC Multidisciplinary Success Centers
- (2) PCC Classified Staff from Academic Affairs departments
- (2) PCC Classified Staff from Student Services departments (with consideration of Justice Scholars, CalWORKs, Basic Needs, and Foster Youth)
- (1) PCC Facilities Department Classified Staff
- (1) Classified Staff from the PCC Multidisciplinary Success Center
- (1) Career Technical Education Student
- (1) student (representing Foster Youth, Basic Needs, Justice Scholars, and/or CalWORKs)
- ASB Vice President, Pacific Coast Campus
- Dean of Enrollment Services
- Dean or Associate Dean of Career Technical Education
- Director of Workforce Development
- Lifetime Learning Center Director or Designee
- PCC Child Development Center Manager
- Facilities Operations Manager

*At the first PCC Planning Group meeting, the members will select one faculty and one classified staff member to serve as the tri-chairs of the group. This selection may take place by consensus at the meeting.

At the second PCC Planning group meeting, the members will select 1 PCC planning group member per Vice President-Level area to represent the PCC Plan at the Vice President-Level Planning Group meetings in the spring. This selection may take place by consensus at the meeting.