

Los Angeles Harbor College

The Planning Process: How We Plan

November 6, 2012 Standard I Team
Jan. 14, 2013 approved by CPC
Jan. 17, 2013 reviewed by Academic Senate

Mission Statement

Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

Planning at Los Angeles Harbor College is under the auspices of the shared governance structure and is overseen by the College Planning Committee (CPC). CPC has representation from all college constituents (students, staff, faculty, administrators) as well as Academic Senate/Union representation.

Educational Master Plan

The Educational Master Plan serves an iterative function which begins and ends the planning cycle for the college. It is used at the start of the planning process to provide the framework for the Unit Plans, Cluster Committee prioritizations, College Annual Plan (college wide priorities); and serves as an end to the planning process by encompassing evaluation/assessment data.

Lead agents for developing the EMP: CPC Co-Chairs, Vice Presidents, President

Taskforce composition: CPC Co-Chairs, Vice Presidents, President, Dean of Institutional Effectiveness, Academic Senate President or designee, All Co-Chairs of CPC committees and Academic Senate Committees.

Approval Process: Academic Senate; CPC

When: Annually in the Spring semester.

Program Review

In order to assess the effectiveness of its programs, the college conducts Program Review which incorporates evaluation of Student Learning Outcomes/SAOs.

Lead agents for Completing Program Reviews: Division Chair/Director of the Unit; and Dean(s)

Taskforce composition: faculty, classified staff, students, Advisory Boards (as applicable)

Approval Process: Vice President of Academic Affairs reviews the documents.

When: Annually in the Spring semester.

Factbook and External/Internal Scans provided by Institutional Effectiveness fall semesters.

Unit Plan

Unit Plans are developed within the respective units of each cluster, reflecting the planning priorities integrated with budget information.

Lead agents for developing the Unit Plans: Division Chair/Director of the Unit; and Dean(s)

Taskforce composition: Faculty, classified staff, students

Approval Process: Cluster Committee; CPC

When: Annually in the Fall semester.

Cluster Plans

The Cluster Plans represent the prioritization of planning activities integrated with budget considerations within the clusters of the college.

Lead agents for developing the Cluster Plans: Vice Presidents of the respective clusters.

Taskforce composition: Cluster committee members

Approval Process: Cluster Committee; CPC

When: Annually in the Fall semester.

College Annual Plan

The College Annual Plan establishes the college's planning priorities to be funded for the year.

Lead agent for developing the College Annual Plan: CPC Co-Chairs, Vice Presidents, President

Taskforce composition: College Planning Committee (CPC)

Approval Process: CPC

When: Annually in the Spring semester.

6-Year Planned Offerings

To ensure the institution maintains academic program offerings in a rotation such that students can complete their degrees/certificates within 6 years, the academic departments complete 6-Year Planned Offerings. These documents are available to students on the website in the "Schedule" section so that they can plan out their educational plans.

Lead agents for developing the 6-Year Planned Offerings: Vice President of Academic Affairs; Dean of Academic Affairs responsible for Schedule

Taskforce composition: Division Chairs and faculty within the Division.

Approval Process: Once completed, the documents are uploaded onto the college website by the Scheduler

When: Annually in the Fall semester.

Enrollment Plan

To ensure the institution maintains academic program offerings and does so within the college's budget allocation for instruction, the college completes an Enrollment Plan.

Lead agents for developing the Enrollment Plan: Vice President of Academic Affairs; Dean of Academic Affairs responsible for Schedule development.

Taskforce composition: Dean of Academic Affairs responsible for Program Review; Dean of Economic/Workforce Development; Scheduler; Faculty; Academic Senate representative; Supervisor Admissions & Records; Admin Services representative; Student Services representative; Dean of Institutional Effectiveness.

Approval Process: Academic Senate; CPC

When: Annually in the Fall semester.

Technology Plan

To ensure the college maintains currency and sufficiency with technological requirements, the college completes a Technology Plan.

Lead agents for developing the Technology Plan: Director of IT; Co-Chairs of Technology Advisory Committee

Taskforce composition: Technology Advisory Committee and ensuring representation from all three clusters

Approval Process: Academic Senate; CPC

When: Annually in the Spring semester.

Human Resource Plan

To ensure the college has a plan in order to meet the staffing needs and meets the fiscal obligations of staffing, the college completes a Human Resource Plan.

Lead agents for developing the Human Resource Plan: Vice President of Administrative Services and the Co-Chair for the Human Resources Committee

Taskforce composition: Human Resources Committee and ensuring representation from all three clusters

Approval Process: Academic Senate; CPC

When: Annually in the Spring semester.