

**Institutional Planning Committee (IPC)
Proposed Revisions**

Mission

The mission of the Institutional Planning Committee (IPC) is to ensure that all college planning supports and reflects the college mission and Strategic Goals [formerly Institutional Priorities]. Through participatory governance, IPC oversees the implementation and ongoing assessment of the institution's integrated planning process

Tasks

The Institutional Planning Committee accomplishes its mission by:

1. Developing Strategic Goals [formerly Institutional Priorities] which are aligned with the College Mission, SMCCCD strategic planning, and the CSM Educational Master Plan
2. Ensuring that topic-specific college plans (e.g. Distance Education, Basic Skills, Student Equity, etc.) are integrated with other college planning efforts; assessing the plans' progress in meeting their stated goals at regular intervals
3. Ensuring that budget allocations are based on institutional planning priorities and are relevant to the current fiscal environment
4. Identifying emerging and ongoing needs that result from program review and recommending program review Themes and Trends to President's Cabinet
5. Evaluating the effectiveness of college initiatives
6. Establishing measurable indicators for Strategic Goals [formerly Institutional Priorities], establishing targets for those indicators, and monitoring progress in meeting those targets
7. Ensuring that participatory governance is practiced across all participatory governance committees
8. Ensuring the integration of the planning process
9. Assessing annually the effectiveness of the integrated planning and institutional planning processes

Processes

1. Ensuring an open, diverse and equitable forum for discussion at each meeting, providing information and materials to committee members at least several days in advance of each meeting, to facilitate authentic discussion and decisions

2. Ensuring authentic, effective and transparent working relationships between all college constituents, including administration, faculty, staff, students
3. Maintaining regular communication with the campus community regarding the institutional planning process
4. Ensuring that a variety of quantitative and qualitative data and information supports planning decisions and that program assessments are meaningful and evidence based

Budget issue for further discussion with IPC in order to determine if we need additional information added to the Tasks or Processes:

- 1) Ensures that budget allocations are governed by:
 - a) "overarching" College* and District planning documents
 - b) goals articulated through Program Review and in formal collegewide plans, (e.g. DIAG, DE, Student Equity, Student Success, Basic Skills, etc.)
 - c) assessments of program effectiveness (e.g. Program Review and evaluations of special initiatives)
 - d) ongoing operational needs (e.g. health and safety imperatives, external mandates, labor contracts, best practices in budget management, etc.)