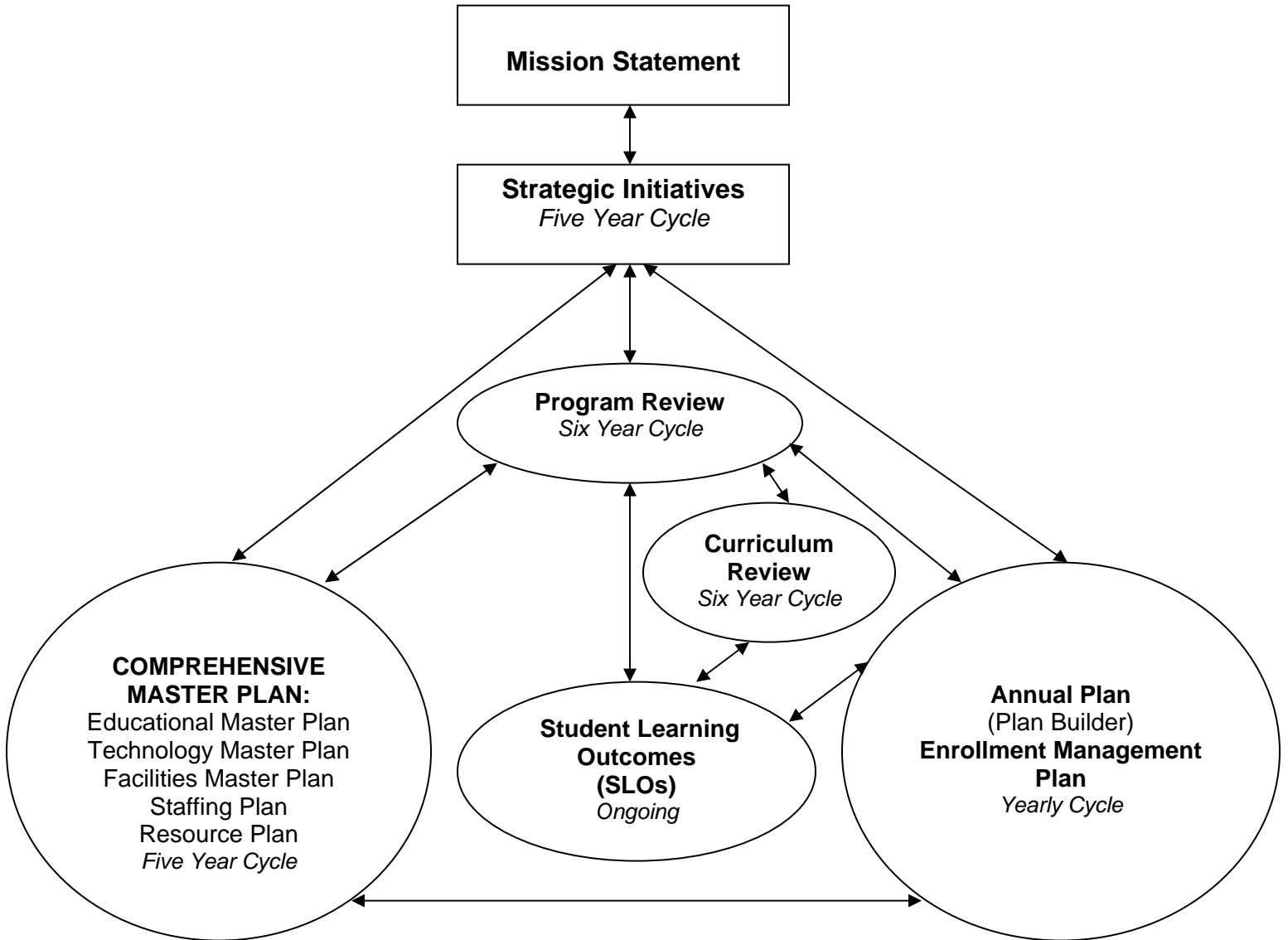


El Camino College Planning Model



Planning components include institutional effectiveness measures that drive resource allocation.

El Camino College

Planning Definitions and Process Timelines



MISSION STATEMENT

http://www.elcamino.edu/administration/ir/docs/planning/ECC_strategicplan.pdf

“El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.”

STRATEGIC INITIATIVES

http://www.elcamino.edu/administration/ir/docs/planning/ECC_strategicplan.pdf

Strategic initiatives articulate the direction the college has chosen. The initiatives are based upon our vision, mission, and value statements.

1. Offer excellent educational and student support services:

- a) Enhance college services to support student learning using a variety of instructional delivery methods and services.
- b) Maximize growth opportunities and strengthen programs and services to enhance student success.
- c) Strengthen partnerships with schools, colleges and universities, businesses and community-based organizations to provide workforce training and economic development for our community.

2. Support self-assessment, renewal, and innovation:

- a) Use student learning outcomes and assessment to continually improve processes, programs and services.
- b) Use research-based evidence as a foundation for effective planning, budgeting and evaluation processes.

3. Modernize the infrastructure to support quality programs and services:

- a) Use technological advances to improve classroom instruction, services to students and employee productivity.
- b) Improve facilities to meet the needs of students and the community for the next fifty years.

PROGRAM REVIEW

Program review is a process that asks members of a department to critically assess their programs, identify necessary adjustments, and design a mechanism to institute and evaluate proposed changes.

Desired outcomes from the program review process include evaluation of program effectiveness, program development and improvement, clarification and achievement of program goals, linkage of planning and budgeting through posting the recommendations into Plan Builder (described below), and compliance with accreditation and other mandated reviews.

El Camino College

Planning Definitions and Process Timelines



Program Review Processes

Academic Affairs

http://www.elcamino.edu/administration/vpaa/program_review.asp

1. Attend orientation workshop (department specific data distributed)
2. Designated faculty meet to write the program review
3. Present first draft to division dean for feedback
4. Present first draft to the Program Review Committee Chair for feedback
5. Faculty make revisions requested by Program Review Committee Chair
6. Submit final draft to the Program Review Committee for review and recommendations
7. Faculty and dean meet to discuss document for approval process
8. Prioritized program review recommendations are entered into division Plan Builder plans
9. Post approved program reviews on the web

Administrative Services / Human Resources

1. Attend orientation workshop
2. Designated team writes the plan
3. Present first draft to division director for feedback
4. Submit draft to Vice President for review and potential revisions
5. Enter prioritized recommendations into division Plan Builder goals
6. Post approved program reviews on the web

Student and Community Advancement

<http://www.elcamino.edu/administration/vpsca/docs.asp>

1. Attend orientation workshop
2. Designated team writes the plan
3. Present first draft to division dean for feedback
4. Submit draft to Vice President for review and potential revisions
5. Enter prioritized recommendations into division Plan Builder goals
6. Post approved program reviews on the web

CURRICULUM REVIEW

<http://www.elcamino.edu/academics/ccc/index.asp>

Curricula are reviewed and updated as needed by faculty and the Curriculum Committee at least every six years in coordination with the program review process, revisions and review must be completed when program review is completed.

STUDENT LEARNING OUTCOMES (SLOs)

<http://www.elcamino.edu/academics/slo/>

El Camino College

Planning Definitions and Process Timelines



Student Learning Outcomes can be described as a measurable outcome that students are expected to demonstrate by the end of a course, program, college experience, degree or certificate program, or set of interactions with student services. SLOs involve higher order thinking skills and are measurable. Assessment plans must be completed for each student learning outcome on a regular basis.

ANNUAL PLAN (Plan Builder)

<http://ecc-webapps1.elcamino.edu/pb/>

Plan Builder is the name of the software used by the college for most planning purposes. The software is used to post and track progress made toward *goals* and *objectives* set forth by departments, divisions, and senior management. Plans are short-term (less than one year) or long-term (two to five years), some require funding while others are cost neutral, and all are reviewed and updated at least twice each academic year. Each division will work with two planning cycles. The current plan is reviewed and updated twice during the year while a new plan for the next fiscal year is in development for the new budget cycle. Plans requiring funding are reviewed by the Vice Presidents/Provost for funding opportunities according to the schedule below.

1. September – October: Each program reviews, updates, and inputs program review prioritized plans into the Program Plan for the next fiscal year.
2. November - December: Each Division Council reviews and prioritizes program goals and objectives and enters or rolls over the information into the division Unit Plan for the next fiscal year.
3. January: Goals and Objectives in the current Unit Plan are reviewed and updated for the first half of the fiscal year.
4. January – February: Vice Presidents/Provost meet with division managers to review and prioritize division Unit Plan and create a prioritized list which is placed into Plan Builder under Vice President/Provost Area Plan.
5. March - April: Vice Presidents/Provost present the prioritized Area Plans requiring funding to PBC for discussion and endorsement.
6. May: PBC submits a list of endorsed funding requests to the President for consideration.
7. July: Goals and Objectives in the current Unit Plan are reviewed and the status updated for the full fiscal year.

ENROLLMENT MANAGEMENT PLAN

http://www.elcamino.edu/administration/vpaa/enrollment_mgmt.asp

The purpose of the Enrollment Management Plan is to create a responsive, flexible, educationally sound, research-based approach to enrollment management that will protect the college and its educational programs not only during periods when funding mechanisms and demographic trends are supporting enrollment growth, but also during periods when they are not.

El Camino College

Planning Definitions and Process Timelines



The plan should help to ensure the following: the achievement of enrollment targets in order to obtain the maximum resources available to the college; maintenance of the greatest possible student access consistent with educational quality; a well-balanced and varied schedule responsive to the needs of our students and community; and a comprehensive educational program that is responsive to the needs of our students and community.

The funding component of the Enrollment Management Plan adheres to the following schedule.

1. January – February: The Enrollment Management Committee evaluates the effectiveness of the current year plan and uses it as the basis for the new fiscal year plan.
2. March - April: Vice Presidents present the Enrollment Management Plan to PBC for discussion and endorsement of the funding request.
3. May: PBC submits Enrollment Management Plan funding request concurrently with Plan Builder funding requests to the President for consideration.

COMPREHENSIVE MASTER PLAN

<http://www.elcamino.edu/administration/masterplan/cmplan.asp>.

The Comprehensive Master Plan contains five plans that build upon each other. The plans are titled Educational, Technology, Facilities, Staffing, and Alternative Resources. The Comprehensive Master Plan is a descriptive document that explains the current status of the college's programs, services, and resources and projects what will be needed to address student and community needs ten to twenty years from now.

These longer term plans are submitted to the California Community College Chancellor's Office to show our building and infrastructure needs. Submission of these plans to the Chancellor's Office is required prior to embarking upon any building project plans for the college. The plans can also be used as back up documentation when seeking to be included in statewide bond initiatives.

Our current Comprehensive Master Plan was approved by the Board of Trustees in 2004. A new Comprehensive Master Plan is being developed for 2009 with the intent of updating the portions related to the main campus while creating new sections for the educational, technology, facilities, and staffing plans to specifically address the needs of the Compton Center.

A comprehensive master plan is typically built in a sequential manner starting with the Educational Plan. The Educational Plan is based upon program information created by faculty, staff, and managers. The program data is used in conjunction with building usage to determine space needs. Program data are used to project department technological and facilities needs throughout the college.

El Camino College

Planning Definitions and Process Timelines



The Technology Plan is created by the campus Technology Committee and is derived from program information and campus-wide needs. The Educational and Technology Plans are used along with building square footage and usage data to create a Facilities Master Plan. An outcome of the Facilities Plan is a five-year capital construction plan. This five-year plan lists upcoming construction projects in the order they will occur with rough cost estimates.

A common thread seen in all three plans is the need to address staffing levels. The Staffing Plan provides information about each of the employee categories, hiring and evaluation practices, retirement, and training needs. Following the staffing plan is the Alternative Resources Plan. This last plan lists potential opportunities the college could utilize in efforts to obtain state funding to assist college programs requiring funding.

All five plans contain planning agenda items at the conclusion of each plan as a means to indicate the steps the college is taking to address the needs brought forward in the plan.

Note:

A timeline for the development of the Comprehensive Master Plan has not been included as it is a unique process each time it is updated.