



Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Institutional Planning
Code	AP 3250
Status	New
Legal	<a href="#">Title 5 Sections 56270 et seq.</a> <a href="#">Title 5 Section 55510</a> <a href="#">Title 5 Section 55190</a> <a href="#">Title 5 Section 55080</a> <a href="#">Title 5 Section 54220</a> <a href="#">Title 5 Sections 53003</a> <a href="#">Title 5 Section 51027</a> <a href="#">Title 5 Section 51010</a> <a href="#">ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5</a> <a href="#">Title 5 Section 51008</a>
Origin	Legally required - Going for review at Academic and Professional Matters Committee meeting on 12/7/2022
Office	Chancellor's Office

*(CCLC note: This procedure is legally required.)*

Each college president shall appoint an administrator who is responsible for the timely and accurate completion of required planning documents that include, but are not limited to:

- Educational Master Plan
- Facilities Plan
- Technology Plan
- Equal Employment Opportunity Plan
- Student Equity Plan
- Student Success and Support Program Plan
- Transfer Center Plan
- Extended Opportunity Program and Services Plan

The Colleges will engage faculty, students, classified professionals, administrators, and relevant external stakeholders in developing plans as guided and/or required by:

- California Community Colleges Vision for Success District and College missions

- Foothill-De Anza Board of Trustees Priorities
- Accreditation bodies
- Legislation

The Colleges will document their processes for:

- Curriculum development and approval
- Approval of general education status
- Approval of baccalaureate degree programs
- Approval of associate degree programs
- Communication and collaboration between the Colleges

Documentation shall include the positions responsible for accomplishing essential tasks and the timeline by which they must be completed within a typical cycle.