

Integrated Planning Improvement Project Team

Action Charter

This Charter is established between the Institutional Effectiveness Council (the Sponsor) and Integrated Planning Improvement Project Team to describe the process and planned outcomes for the Integrated Planning Improvement Team during the 1 year period 2017-2018.

Purpose: The Integrated Planning Improvement team is responsible for recommending to and accepting direction from the Institutional Effectiveness Council in a coordinated effort to achieve the strategic goals of the college.

Strategic Charge: The Integrated Planning Improvement team is responsible for developing an institutional planning process that achieves the following:

- Aligns and links all levels of college wide planning, from strategic and master-planning to program review and unit planning
- Ensures each planning level is integrated, highly effective and efficient
- Incorporates where applicable, effective linkages to resource allocation

Scope/Deliverables: Specific issues and/or outcomes assigned to this Team by the Sponsor include:

- Creation of a highly effective and efficient Program Review and Annual Unit Planning system (i.e., technology interface, data, processes, practices, procedures, etc.)
- Develop an integrated planning framework that; identifies and incorporates institutional master planning, (e.g., educational, facilities, technology, financial, etc.); accommodates where appropriate other planning requirements/plans (e.g., State-mandated plans, etc.); aligns and links all levels of institutional planning
- Refine and recommend an integrated planning guide and master calendar that considers/aligns with accreditation and other critical planning cycles
- Develop an annual calendar that depicts the integration of Program Review, annual unit planning, and annual budget processes.

Membership: The Integrated Planning Improvement Team is comprised of 13 members (as specified by the ELT) inclusive of representatives of all four primary ARC constituency groups: Management, Academic Senate, Classified Senate, and Associated Student Body as follows:

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| • Vice-President of Administrative Services [Chair] | Management |
| • Chair of AS Program Review Committee [Co-Chair] | Faculty |
| • Business Services Supervisor | Classified |
| • Vice-President of Instruction or Designee | Management |
| • Programmer, Information Technology | Classified |
| • SLOAC Chair | Faculty |
| • Instructional Faculty / Accreditation Rep. | Faculty |
| • Counseling Faculty | Faculty |
| • Faculty Research | Faculty |
| • Instructional Dean | Management |
| • Student Services Manager | Management |
| • Planning Dean | Management |
| • ASB Representative | Student |