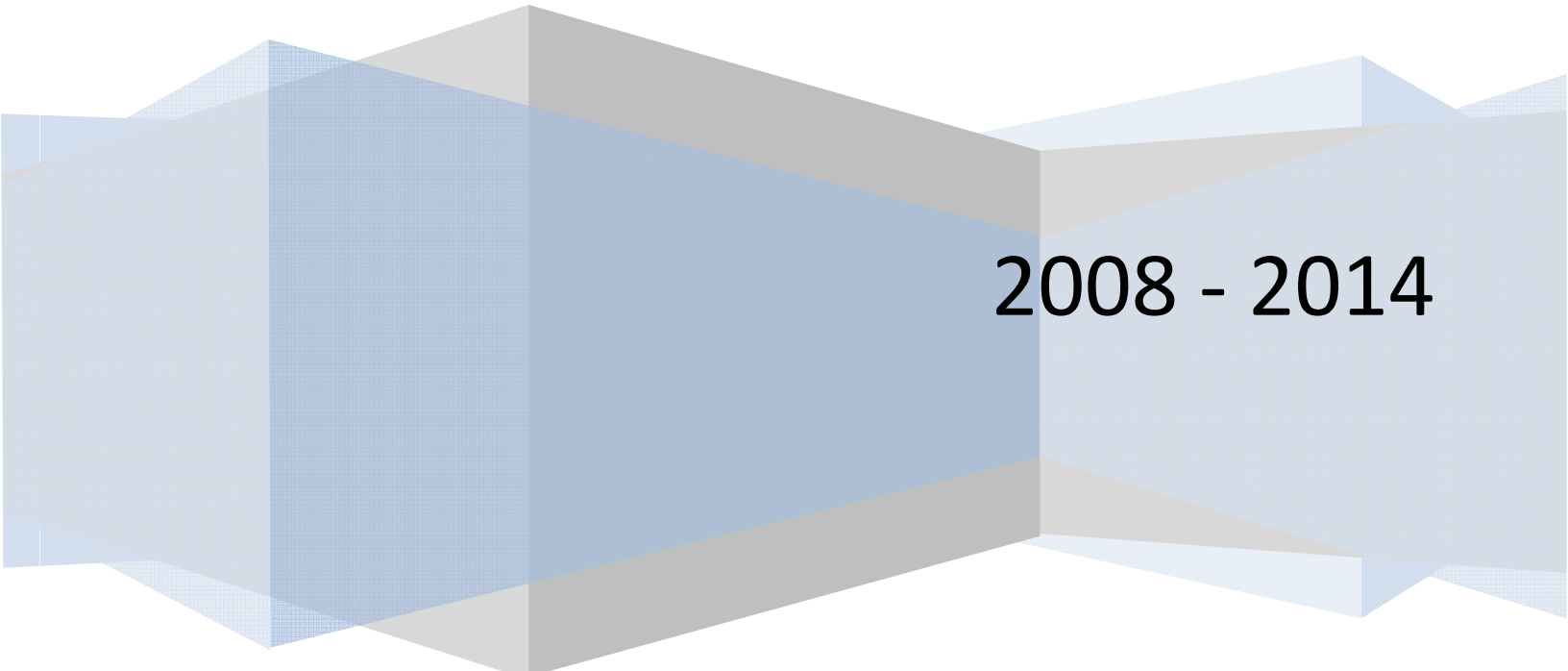


**Imperial Community College District**

# **Strategic Plan**

**Purpose and Process**

**Submitted by Strategic Plan Steering Committee**



**2008 - 2014**

# Imperial Valley College

## Strategic Plan

### **Purpose:**

The nature of strategic planning will prompt institutional self-reflection and deliberations as to how the college could improve to meet the needs of a diverse student population. The strategic planning process will be carried out by the Strategic Planning Committee, whose overarching goal is to ensure that the integrity of the planning process is maintained. The specific goal of the Strategic Planning Committee is to find the means to meet the short and long term prioritized goals of the District as determined by the comprehensive master planning process. This goal will be achieved by assessing the stated priorities and the college resources (fiscal, personnel, technological, and so on) for achieving those priorities. The Strategic Planning Committee will submit recommendations and planned strategies to the Superintendent/President.

### **Process:**

The Strategic Plan will address how the District can best implement the planned improvements based on the institutional resources, required/desired timeframes, and final recommendations and strategies of the Educational Master Plan, all in line with the District's mission and vision. This will be accomplished through the IVC Planning Process (see IVC Planning Process Diagram) that starts with community input, environmental scan, and review of research data, which in turn are linked to the Educational Master Plan that is developed from program reviews that include student learning outcomes and input regarding the fiscal, technical, staffing, and facilities planning processes. The Strategic Plan is formally submitted every six (6) years to the Superintendent/President, corresponding with the college accreditation cycle, and the Plan is reviewed and updated annually.

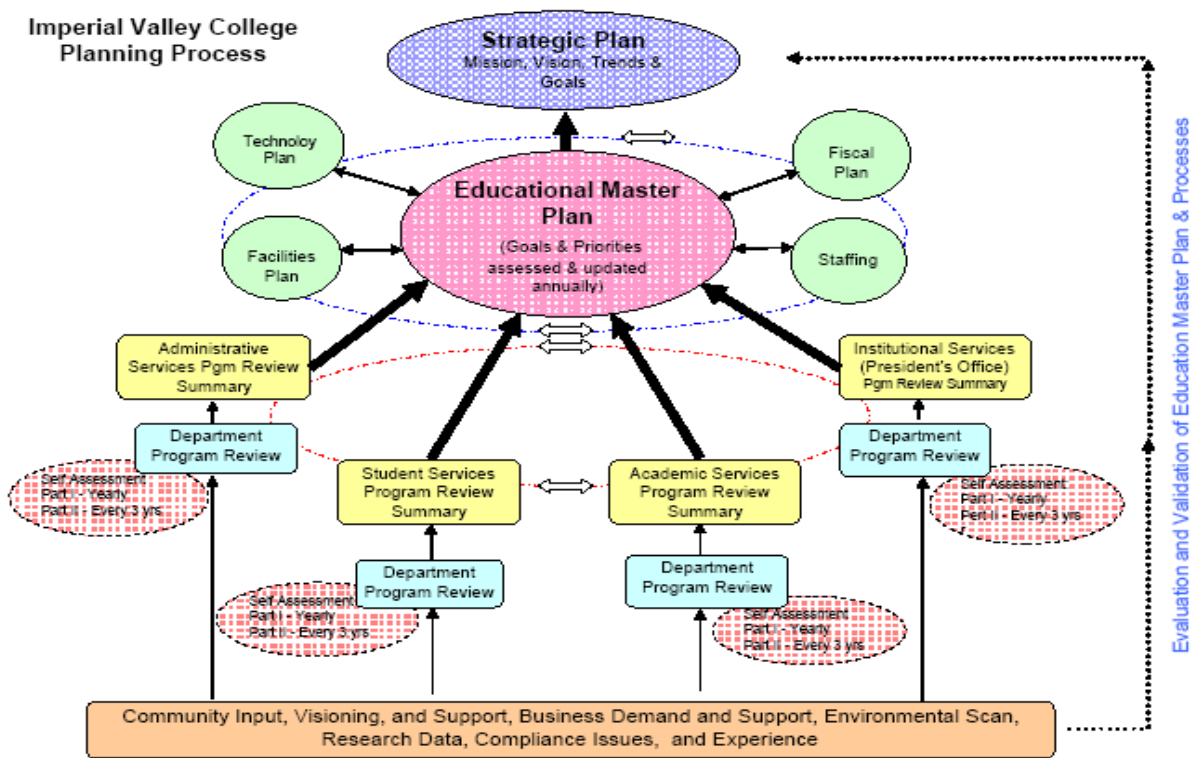
### **Tasks:**

- Accept the final prioritization, recommendations, and strategies from the Educational Master Plan Committee
- Address how the District can best implement the improvements based on the institutional resources and required/desired timeframes
- Be responsible for the final disposition of all recommendations and strategies before said recommendations are delivered to the Superintendent/President
- Request recommendations from other committees or entities that contribute to the college goals as appropriate
- Be responsible for the integrity of the Strategic Planning process from inception of ideas, to program review process, to the Educational Master Plan process through submission of the final recommendations and planned strategies
- Communicate effectively between the two key sections of District self-governance – College Council and Academic Senate

- Develop a process for prioritization for the dissemination of additional funds or resources should they become available
- Establish an annual review and update of planning processes

### The Planning Process:

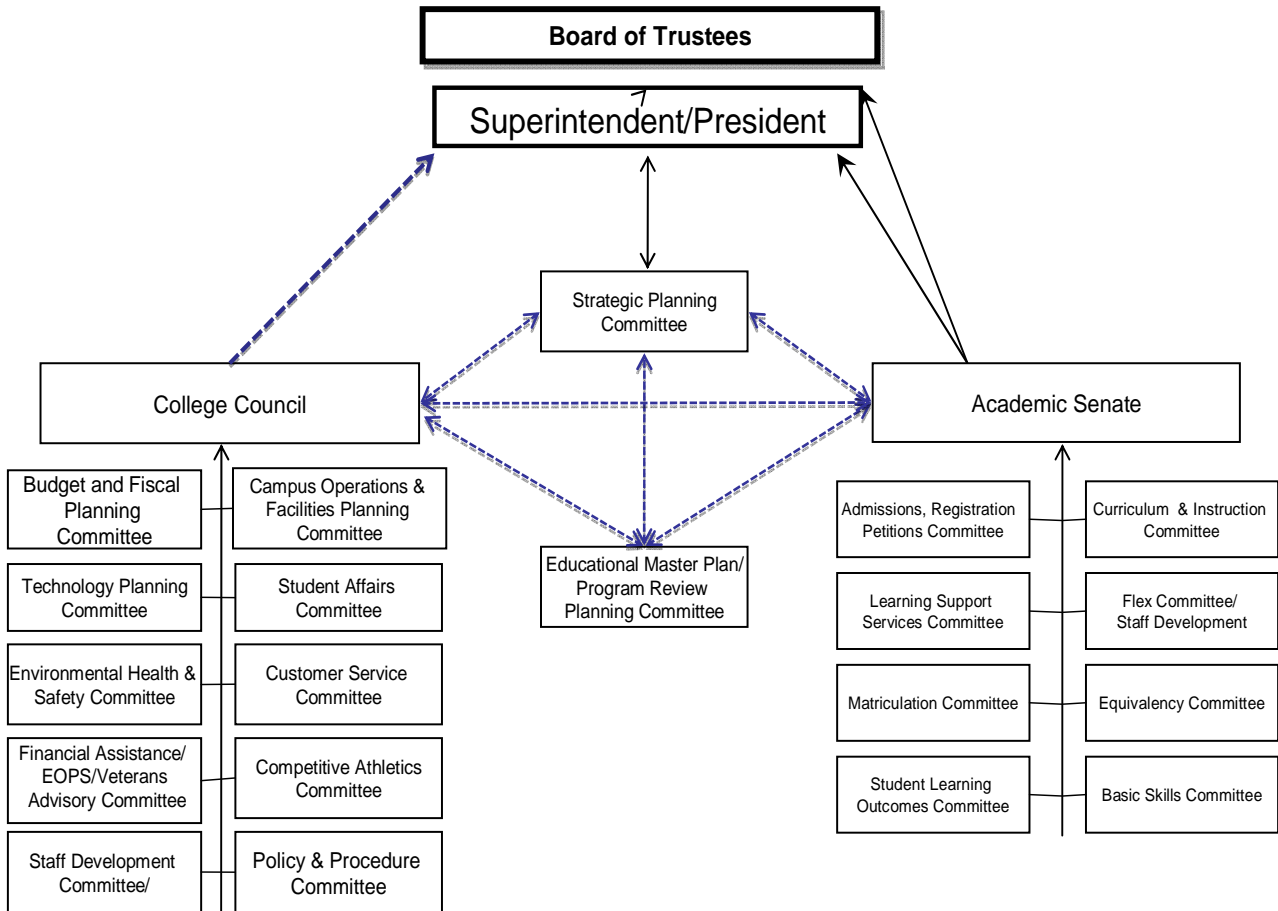
The following diagram depicts Imperial Valley College's integrated planning strategic planning process. All institutional planning includes community input, visioning, economic and development data, environmental scan, internal research data experiences and assessment of student learning outcomes.



## Shared Governance Planning Process Flow Chart

The college community embraces the concept of a shared vision. The college has established shared governance committees that will have been realigned under either the Academic Senate or College Council for the purpose of reporting or sharing information. The planning process will be utilized in strategic planning development.

### Shared Governance Planning Process



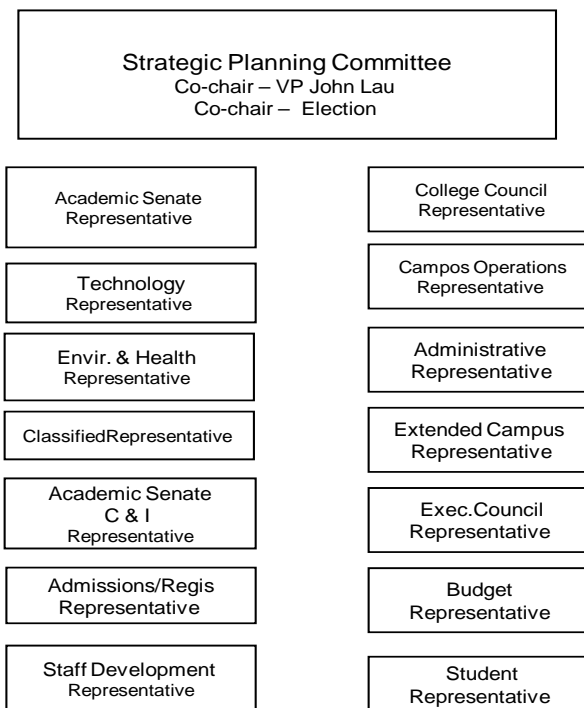
Solid line – reporting process  
Dotted Line – Information sharing

Created: September 12, 2008

## Strategic Planning Committee

The Strategic Planning Committee will develop Imperial Community College District's Strategic Plan after receiving input from the Educational Master Plan on the prioritized goals of the institution, both short-term and long-term (see Shared Governance Planning Process diagram on the preceding page). The Strategic Planning Committee will be comprised of committee chairs or representatives and the senior administrative team. The committee structure is represented in the following chart.

### Strategic Planning Committee Membership



## **The Shared Governance Task Assignment Table**

Strategic planning will be developed by the shared governance committees adopting the responsibility of specific tasks. These assigned tasks will be facilitated through area Vice Presidents and will make the best use of the expertise in the different committees to develop and evaluate aspects of the strategic plan. The tasks assignments have been divided into three areas facilitated by the Vice President for Academic Services, Vice President for Business Services and Vice President for Student Services. The Strategic Planning Shared Governance Task Assignment Table is noted below.

### **TASK ASSIGNMENT TABLE**

<b>Administrative Structure</b>		
<b>Academic and Technology Planning</b>	<b>Student Success Access and Matriculation</b>	<b>Institutional Effectiveness Facilities and Fiscal Planning</b>
Chair: VP Academic Services	Chair: VP Student Services	Chair: VP Business Services
<b>Charge</b>		
<ul style="list-style-type: none"> <li>• Implement Strategic Planning Strategies</li> <li>• Academic Program Concepts</li> <li>• Learning Services</li> <li>• Technology Support Recommendations</li> <li>• Instructional Council Responsibilities</li> <li>• Review &amp; update of Educational Master Plan</li> <li>• Enrollment Mgmt (Instruction)</li> <li>• Basic Skills</li> <li>• Faculty Hiring Priorities</li> <li>• Research Advisory</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Strategic Planning Strategies</li> <li>• Matriculation</li> <li>• State-wide Initiatives</li> <li>• Student Equity</li> <li>• Marketing</li> <li>• Event Planning</li> <li>• Publications</li> <li>• Video Publications</li> <li>• Enrollment Mgmt (Outreach)</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Strategic Planning Strategies</li> <li>• Scheduled Maintenance</li> <li>• Capital Outlay</li> <li>• Classified Hiring Priorities</li> <li>• Institutional Disaster Mgmt Plan</li> <li>• Resource &amp; Budget Development</li> <li>• College Process for Resource Allocation</li> <li>• Facility Utilization Recommendations</li> <li>• Bookstore Contract Negotiations</li> <li>• Campus Security</li> <li>• Cafeteria Contract Negotiations</li> </ul>
<b>Committee Compositions</b>		
VP Academic Services VP Student Services VP Business Services Senate President Instructional Deans (Applied Science, Extended Campus, Instruction, Learning Services, Nursing) Division Chairs Curriculum Chair Basic Skills Chair SLO Chair Learning Support Chair Technology Planning Chair Competitive Athletics Chair	VP Academic Services VP Student Services VP Business Services Senate President Admissions/Registration Chair Matriculation Chair Financial Assistance/EOPS Chair Student Affairs Chair Customer Service Chair Public Relations Officer	VP Academic Services VP Student Services VP Business Services Associate Dean of Human Resources Senate President Budget & Fiscal Planning Chair Campus Ops/Facilities Chair Environmental Health/Safety Chair Policy & Procedure Chair Staff Development Chair

## Strategic Plan Development Cycle

The strategic planning process spans a six year cycle. The process is fluid and requires periodic evaluation, revision and renewal. The college has developed a process that identifies annual benchmarks that will ensure the college's planning process encompasses a continuous program improvement concept.

### PLAN DEVELOPMENT CYCLE

<b>Phase 1: Community Data</b>	<b>Phase 2: Internal Data</b>	<b>Phase 3: Summation and Recommendations</b>	<b>Phase 4: Evaluation</b>	<b>Phase 5: Prep Repeat</b>
<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010 – 2013</b>	<b>2014</b>
Focus groups, stakeholder, and town-hall meetings for community input	Environmental scan and student surveys	Educational Master Plan, Staffing Plan, Technology Plan, Facilities Plan Completed	Annual Strategic Plan evaluation and update as appropriate	Re-initiation of the 6 year Strategic Planning Cycle
	Program reviews (limited)	SPC formulates strategies and recommendations into a Strategic Plan and submits to the CEO		
	Data collection and aggregation	CEO reviews the Strategic Plan then submits to the Board of Trustees for approval and adoption		
	Interim Educational Master Plan Developed			

## Annual Planning Calendar

The annual strategic planning process has been designed to provide effective timelines and to clarify when those responsible for the aspects of the process are to meet necessary deadlines. The annual planning calendar is reflected below.

### ANNUAL PLANNING CALENDAR

Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Research data delivered to Programs/ Departments scheduled to complete Comprehensive (Phase II) Program Review	Program/ Departments develop Comprehensive Program Review	Program/ Departments develop Comprehensive Program Review	Comprehensive Program Review Submitted to EMPC					
		Annual (Phase I) Program Review completed by all departments and/or divisions	Area Vice Presidents review annual (Phase I) Program Review and submit to EMPC						
				Educational Master Plan (EMP) developed/ updated	EMP submitted to President and Strategic Planning Committee	EMP Submitted to Board of Trustees for adoption			
					Technology and Facilities Plans reviewed and updated based on data from EMP and Strategic Plan				
					Strategic Plan reviewed and updated based on input from EMP	Strategic Plan submitted to President and Strategic Planning Committee	Strategic Plan submitted to Board of Trustees for adoption		
					Budget and Fiscal Planning set budget parameters  (state budget constraints, etc)	Budget Development begins		Budget adopted by Budget & Fiscal Planning	Tentative Budget Approved by Board of Trustees