

# ADMINISTRATIVE REGULATION 2120

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

## INSTITUTIONAL PLANNING

The Chancellor will schedule a meeting each year in the spring to provide opportunities for all administrators, faculty, and staff to participate in revising and establishing district-wide goals to be submitted to the Board of Trustees for review, discussion, and revisions as needed. All faculty, staff, and administrators will receive an invitation to participate in these meetings and information for submitting recommendations for district-wide goals.

Prior to the initial district-wide goals meetings, the college presidents, ATEP provost, and district and governance leaders will seek input regarding district-wide goals from the college communities and ATEP and District Services administrators and staff. The colleges and ATEP will use campus meetings, shared governance procedures, and contact with advisory council members and other college and district liaisons to obtain broad-based input on district-wide goals.

Governance group representatives will share the draft goals developed and/or revised at the initial district-wide goals. The first draft will also be e-mailed to all district, college, and ATEP employees for further input and recommendations.

In addition, both colleges and ATEP, following their established procedures, will develop and/or review their strategic plans on an annual basis. The plans will be shared during the initial goal-setting meeting of the year and presented to the Board of Trustees at a meeting in late spring.

District-wide goals will be integrated with the colleges' and ATEP's strategic directions and reflected in their respective written planning documents. The colleges, ATEP, and District Services will use research published in the Institutional Effectiveness annual reports in developing and revising their planning documents.

The colleges, ATEP, and District Services will report annually on the progress made toward the strategic directions and goals included in their strategic plans and corresponding district-wide goals.

### *Reference:*

*Accreditation Standard I.B;*

*Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, 56270 et seq.*