

NAME: Planning Council

STATEMENT OF PURPOSE: The Planning Council is the major college planning body. Its work focuses on strategic planning, enhancing the effectiveness of the College, and linking the work of existing governance bodies. The purpose of this group can be summarized by seven C's: Coordination, Centralizing, Communication, Clarification, Consensus, Convening, and recommending to the Chancellor.

AUTHORIZATION: Creation of this Council is initiated by the Chancellor. A draft proposal was created at a Strategic Planning Retreat in August, 2005 and circulated for comment and revisions. The charter outlining the Planning Council's purpose, scope, and composition was approved by vote of the Faculty Senate Executive Committee, the Staff Senate Executive Committee and the College Leadership Team.

CONDUCT OF MEETINGS: The Planning Council will operate based on Roberts Rules of Order. The facilitator will be responsible for ensuring adherence to these processes.

ADMINISTRATIVE SUPPORT: The Chancellor's office will provide necessary logistical support including necessary resources, and will undertake the responsibility of convening and scheduling of meetings. The Chancellor's Executive Assistant will serve as facilitator and provide necessary support for this Council.

RESPONSIBILITIES OF THIS COMMITTEE:

The Planning Council has the following responsibilities:

- Coordinating annual review and update of the College Strategic Plan.
- Coordinating periodic review of the College Mission and Goals statement.
- Monitoring the accreditation process
- Monitoring College processes and outcomes related to institutional research and institutional effectiveness
- Ensuring integration of results of Annual Assessments and Program Reviews into the College Strategic Plan, and decision-making processes.
- Developing, publicizing and utilizing criteria to prioritize planning and budgeting initiatives
- Receiving and reviewing recommendations based on these criteria
- Making recommendations to the Chancellor on proposed planning initiatives, and budget and resource allocations, in relation to system guidelines, and based on College strategic planning needs and institutional assessment processes
- Coordinating communication with and between governance bodies
- Aiding in the implementation of strategic planning initiatives
- Discussing, and convening forums for campus-wide discussion, of key College issues
- Advising and presenting formal recommendations to the Chancellor
- Maintaining records of decisions made and the bases for these decisions

HOW THE COMMITTEE WILL FUNCTION:

The Planning Council will make formal recommendations to the Chancellor. If the Chancellor does not implement or follow the Council's recommendation, the Chancellor will provide a written explanation to the Council.

If the vote on a Council decision or recommendation is close, the committee will present a majority and minority written report to accompany the formal recommendation.

Chancellor does not vote (except in ties). All other standing members vote.

MEMBERSHIP:

Chancellor (ex officio)

VCAA

DOSS

Director of Administrative Services

Director of PCATT

Director - International Programs

Director - MIR

Liaison - AOC

Liaison - Assessment Committee

Liaison - FSEC

Liaison - SSEC

Tech 1 Division Chair

Tech 2 Division Chair

UC Division Chair representative – One of Three Possibly Serving In Rotation

Representative - Apprenticeship Program

Representative - Academic Support Faculty and Staff

Representative - Student Services

Representative - Student to be Determined

Faculty at-large - To be selected by the Chancellor and Agreed upon by the Council

Staff at-large - To be selected by the Chancellor and Agreed Upon by the Council

Representative - Community to be Appointed from the Chancellor's Executive Advisory Council, with an Alternate if the Community Representative is Not Available – all to be agreed upon by the Council through a consensus agreement