



El Camino College

El Camino College Planning Process Re-Envisioned

Institutional Research & Planning

November 18, 2019

ECC Approach: Integrated Planning

Builds on Relationships

Involves all stakeholders (faculty, students, staff, alumni, and external partners) to work together toward a common vision.

Emphasizes Alignment

Aligns College plans both vertically (from mission to on-the-ground operations) **and horizontally** (across schools, departments, offices, and units).

Is All-Inclusive

Engages all institution's sectors (academic affairs, student services, finance, HR, IT, communications, etc.).

Types of Planning at ECC

Comprehensive Planning

- Shapes what an institution is, what it does & why it does it.
- Involves preparing a plan with a broad scope to bring together all institution's sectors & include long-range time perspective.

Strategic Planning

Involves **implementing selected aspects of comprehensive planning** initiatives & maintains short-range time perspective.

Program Review

Involves **assessing the work done** by a department, program or office in the College during the **previous two/four years** to prepare a **plan for the next two/four years**. The planning should be aligned with college strategic initiatives.

Annual Planning

Involves **preparing annual priorities based on strategic goals & objectives** to make sure the mission is carried out through the articulation of programs, units & areas.

Focused Planning

Involves **preparing plans** for specific aspects of operations or cross-boundary initiatives **that cover the entire institution** (EEO Plan, Enrollment Management Plan, SEA Plan, etc.)

Planning Documents at ECC

Comprehensive
Planning

Comprehensive Master Plan Document

10 years: Educational Master Plan + Technology Plan + Facilities Plan + Staffing Plan
(mission, vision, values, external and internal scan, strategic themes, goals & objectives)

Strategic Planning

Strategic Plan Document

Two, five years each: Operationalization of Educational Master Plan + Technology Plan + Facilities Plan + Staffing Plan (timeframe, resources, responsible leads, stakeholders involved, KPIs, targets, challenges)

Program Review

Documented in Planning Platform (Nuventive Improve)
Program/Department/Office Level

Annual Planning

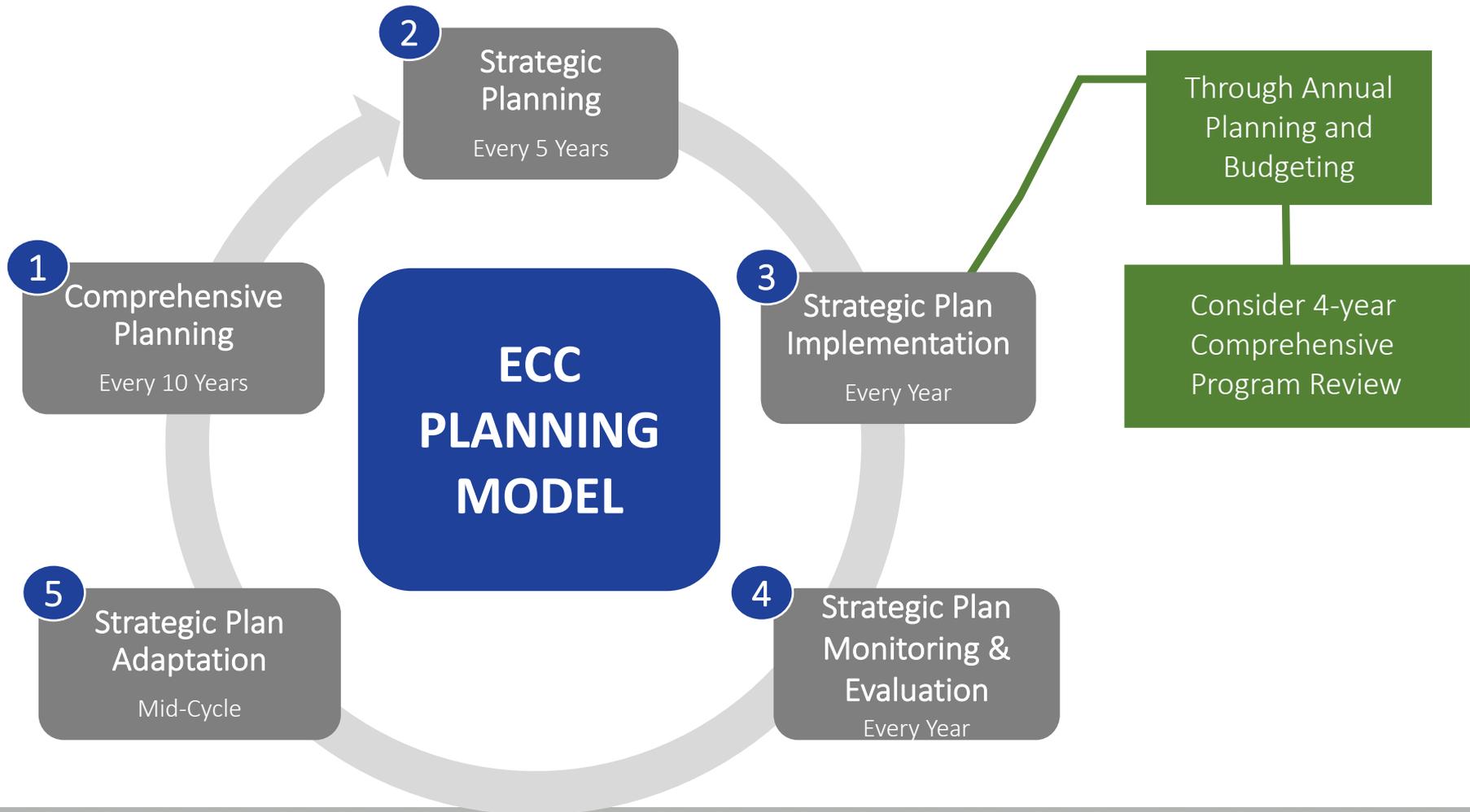
Documented in Planning Platform (Nuventive Improve)

Area Level
Unit Level
Program Level

Focused Planning

Focused Plans Documents

Between 3 to 5 years long. Examples:
Equal Employment Opportunity (EEO) Plan
Enrollment Management Plan
Student Equity Plan



2020-2023 Strategic Plan: Collegial Consultation Process

Plan that sets the direction of the College within a long-range time

Operationalization of Comprehensive Master Plan (Actionable Items)

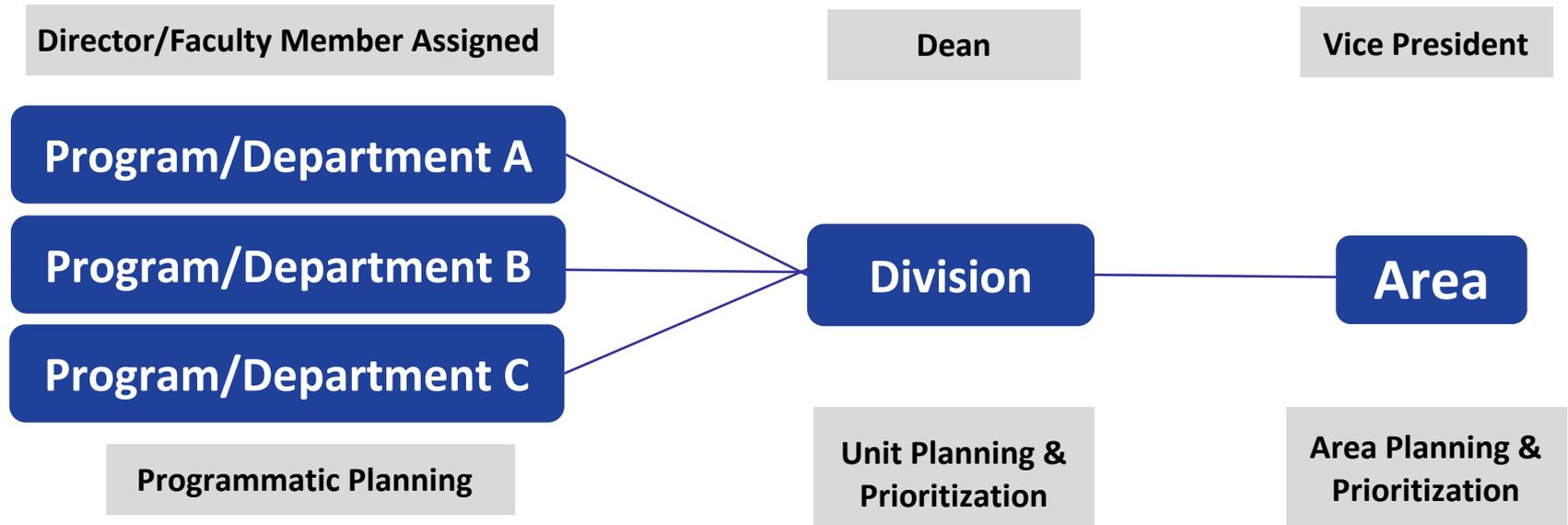


Processes Involved:

- Removed Strategic Plan from Board Policy 1200 to create a stand-alone document
- Moving to a 10-year cycle on the Comprehensive Master Plan
- Moving to 5-year cycles on the Strategic Plan to operationalize the Comprehensive Master Plan

Institutional Annual Planning Process

Preparation of annual priorities based on strategic initiatives and objectives to make sure ECC's mission is carried out through the organization of programs, units & areas.



PROGRAM LEVEL



**UNIT/DIVISION
LEVEL**



AREA LEVEL



Prioritization of Budget Requests

- To prioritize budget requests, Deans and Vice Presidents will use rubrics.
- Deans communicate **only high priority budget requests** to Vice Presidents. Vice Presidents do likewise and bring high priority budget requests to Executive Cabinet.
- Administrative Services (Risk Management Unit) will evaluate budget requests related to health, safety, and liability. Rubric is not applied to these requests.
- Executive Cabinet members meet to discuss lists of **high priority budget requests** coming from VPs.
- To prioritize requests, Executive Cabinet uses specific rubrics according to the type of request: Technology, facilities, classified staff, and equipment.
- Faculty requests will be prioritized according to existing process

Prioritization of Budget Requests: Executive Cabinet Final Decisions

- Vice President of Administrative Services recommends to Executive Cabinet type of fund that will pay for selected budget requests.
- Superintendent/President makes final decision on the budget requests to be funded.

Prioritization of Budget Requests: Communication of Final Decisions

- Vice Presidents communicate to their Deans budget requests that will be funded.
- Deans communicate to their Directors/faculty members assigned to annual planning budget requests that will be funded.
- Directors/faculty members assigned to annual planning input information into Nuventive and start implementation of annual planning.



Thank You