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SECTION: San Juan College Organization

POLICY TOPIC: Planning and Goal Development

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I. Introduction

San Juan College is committed to a comprehensive and integrated system of planning as an important and necessary tool to be used in the accomplishment of its stated mission. An institutional-wide participatory planning process has been given high priority by the Board and the executive leadership of the College.

The purpose of establishing a defined planning process is to envision and shape the future, rather than simply reacting or adapting to it. Strategic and annual planning requires looking at current performance and analyzing the gaps between present conditions and the envisioned future. It is a comprehensive, systematic, development tool designed to help envision the future, anticipate and respond appropriately to changing times, increase effectiveness and develop consensus and commitment. The process is intended to position the College to accomplish its overall mission, to assess learning outcomes, and to respond quickly and effectively to internal and external stakeholder needs.

II. Strategic Planning

Strategic planning (long-term goals and objectives) is directly linked to the College's accreditation process, the Academic Quality Improvement Project (AQIP). Both the strategic plan and AQIP are executed by implementing annual key initiatives that advance the College and student learning. Each strategic initiative redesigns activities and programs utilizing data-driven decision making, employing systems thinking, implementing collaborative approaches, and using appropriate technology. The responsibility for the oversight of the College's strategic plan lies primarily with the Cabinet, Vice Presidents, and the President.

III. Annual (operational) Planning

Annual (operational) planning, as well as the budgeting process, is used to implement strategic initiatives and maintain College-wide focus on continuous quality improvement. Quality Councils are charged with identifying process and system improvements that support the longer-term strategic initiatives and AQIP. The ultimate goal is for all departments and divisions to engage in the College's planning processes (strategic and annual) and to participate in decision-making processes. Each Council engages in an analysis of local, regional, and national trends that impact student learning, economic development,

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community building, and the sustainability of continuous quality improvement.