

**CHAPTER 3: GENERAL INSTITUTION  
ADMINISTRATIVE PROCEDURE NO.: 3250**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Institutional Planning and Evaluation

**Adoption Date:** October 7, 2008

**Revision Date:** July 25, 2012; February 24, 2015;  
September 13, 2016; January 24, 2017;  
May 23, 2017

**Responsible Area:** Superintendent/President

**Responsible Office:** President's Office

**Policy Reference:** ACCJC Accreditation Standards I.B.9; III.B.4, III.C.2, III.D.2,  
IV.B.3, and IV.D.5; Title 5, Sections 51008, 51010, 51027, 53003,  
54220, 55080, 55190, 55510, and 56270 et seq.

**I. Institutional Planning**

The District's Planning Manual (January 2013 - *Planning by Design*) identifies the college's:

- Formal plans and schedules for updating, renewal, and approval;
- Processes for developing, reviewing, updating, and implementing plans;
- Staff, committees and groups involved and their general responsibilities;
- Integration of various planning efforts;
- Use of institutional effectiveness research, budget, and statewide system information; and
- Submission to the California Community College Chancellor's Office, when required.

**II. Institutional Evaluation**

- A. The District's leadership roles and the governance and decision-making policies, procedures, and processes will be regularly evaluated to assure their integrity and effectiveness. In this context, regularly is defined as annually. The District will widely communicate the results of these evaluations and use them as the basis for improvement.
- B. The District's participatory governance councils as identified in the District's most recent accreditation self-study include: Student Services Council, Instruction Council, Technology Council, Budget Oversight Committee, Planning Committee, and College Council.

- C. In May of each academic year, each of the six participatory governance councils will:
1. Review the goals and outcomes established and adopted for their respective participatory governance council in May of the previous academic year.
  2. Conduct an evaluation of those goals and outcomes in order to assess their effectiveness. The evaluation will include not only a self-evaluation by all of the participatory governance council members but evaluations by other Campus constituent groups and members of the Campus community.
  3. Review its collected evaluation data to determine how successful it was in achieving the goals and outcomes that it had established for the current academic year. Most importantly, each of these six participatory governance councils will use the evaluations as the basis for improvement.
  4. Establish a fresh set of goals and outcomes for the upcoming academic year.
  5. Widely communicate the results of the evaluations to the Campus community by publishing them on their respective web sites prior to the end of the academic year.
  6. Ensure that an email with the link to the online evaluation results is emailed to all Campus constituents by June 15.