Los Angeles Harbor College
The Planning Process: How We Plan

Mission Statement
Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

Planning at Los Angeles Harbor College is under the auspices of the shared governance structure and is overseen by the College Planning Committee (CPC). CPC has representation from all college constituents (students, staff, faculty, administrators) as well as Academic Senate/Union representation. The college President serves as the final level of approval for all college planning activities.

Educational Master Plan
The Educational Master Plan serves an iterative function which begins and ends the planning cycle for the college. It is used at the start of the planning process to provide the framework for the Unit Plans, Cluster Committee prioritizations, College Annual Plan (college wide priorities); and serves as an end to the planning process by encompassing evaluation/assessment data.

Lead agents for developing the EMP: CPC Co-Chairs, Vice Presidents, President
Taskforce composition: CPC Co-Chairs, Vice Presidents, President, Dean of Institutional Effectiveness, Academic Senate President or designee, All Co-Chairs of CPC committees and Academic Senate Committees.

Approval Process: Academic Senate; CPC
When: Annually in the Spring semester.

Factbook and External/Internal Scans provided by Institutional Effectiveness fall semesters.

Program Review
In order to assess the effectiveness of its programs, the college conducts Program Review which incorporates evaluation of Student Learning Outcomes/SAOs.

Lead agents for Completing Program Reviews: Division Chair/Director of the Unit; and Dean(s)
Taskforce composition: faculty, classified staff, students, administrators, Advisory Boards (as applicable)

Approval Process: Vice President of the cluster and cluster committee; &/or college president for areas of direct report.
When: Annually in the Spring semester.

Unit Plan
Unit Plans are developed within the respective units of each cluster, reflecting the planning priorities integrated with budget information.

Lead agents for developing the Unit Plans: Division Chair/Director of the Unit; and Dean(s)
Taskforce composition: Faculty, classified staff, students, administrators

Approval Process: Cluster Committee; CPC
When: Annually in the Fall semester.

Student Success Plans
There are two planning documents which deal with Student Success: a state report required by SB1456, and the college’s overarching Student Success Umbrella plan which may encompass state required elements.

Lead agents for developing the Plans: Dean of Academic Affairs and Dean of Student Services (assigned by the College president).
Taskforce composition: Co-Facilitators of the work groups within SSU, Faculty, classified staff, students, administrators.

Approval Process: CPC
When: Annually in the Fall semester.
Enrollment Plan
To ensure the institution maintains academic program offerings and related support services, and does so within the college’s budget allocation for instruction, the college completes an Enrollment Plan.

Lead agents for developing the Enrollment Plan: Vice President of Academic Affairs and Vice President of Student Services.

Taskforce composition: Dean of Academic Affairs responsible for Schedule development. Dean of Academic Affairs responsible for Program Review; Dean of Economic/Workforce Development; Scheduler; Faculty; Academic Senate representative; Supervisor Admissions & Records; Admin Services representative; Student Services representative; Dean of Institutional Effectiveness.

Approval Process: Academic Senate; CPC
When: Annually in the Fall semester.

6-Year Planned Offerings
To ensure the institution maintains academic program offerings in a rotation such that students can complete their degrees/certificates within 6 years, the academic departments complete 6-Year Planned Offerings. These documents are available to students on the website in the “Schedule” section so that they can plan out their educational plans.

Lead agents for developing the 6-Year Planned Offerings: Vice President of Academic Affairs; Dean of Academic Affairs responsible for Schedule

Taskforce composition: Division Chairs and faculty within the Division.

Approval Process: Once completed, the documents are uploaded onto the college website by the Scheduler
When: Annually in the Fall semester.

Technology Plan
To ensure the college maintains currency and sufficiency with technological requirements, the college completes a Technology Plan.

Lead agents for developing the Technology Plan: Director of IT; Co-Chairs of Technology Advisory Committee

Taskforce composition: Technology Advisory Committee and ensuring representation from all three clusters

Approval Process: Academic Senate; CPC
When: Annually in the Spring semester.

Human Resource Plan
To ensure the college has a plan in order to meet the staffing needs and meets the fiscal obligations of staffing, the college completes a Human Resource Plan.

Lead agents for developing the Human Resource Plan: Vice President of Administrative Services and the Co-Chair for the Human Resources Committee

Taskforce composition: Human Resources Committee and ensuring representation from all three clusters

Approval Process: Academic Senate; CPC
When: Annually in the Spring semester.

Cluster Plans
The Cluster Plans represent the prioritization of planning activities integrated with budget considerations within the clusters of the college.

Lead agents for developing the Cluster Plans: Vice Presidents of the respective clusters.

Taskforce composition: Cluster committee members

Approval Process: Cluster Committee; CPC
When: Annually in the Fall semester.

College Annual Plan
The College Annual Plan establishes the college’s planning priorities to be funded for the year.

Lead agent for developing the College Annual Plan: CPC Co-Chairs, Vice Presidents, President

Taskforce composition: College Planning Committee (CPC)

Approval Process: CPC
When: Annually in the Spring semester.