



# Plan Review Form

## 2010-2011

### Instructions

Each plan at GCC goes through a plan review process coordinated by the Institutional Planning Coordination Committee (IPCC). Phase one of this process is a one-time activity that involves submitting information about the plan. Phase two is annual self-evaluation of progress on the plan.

Each plan is assigned an administrator in charge. The following table shows the administrators assigned to each plan.

Plan	Responsible Administrator
Educational Master Plan/Strategic Plan	Vice President, Instructional Services
Technology Plan	Associate Vice President, Information and Technology Services
Facilities Master Plan	Vice President, Administrative Services
Distance Education Plan	Associate Dean, Instructional Technology
Instructional Technology Plan	Associate Dean, Instructional Technology
Cultural Diversity Plan	Associate Vice President, Human Resources
Student Services Master Plan	Vice President, Student Services
Credit Matriculation Plan	Dean, Student Services
Noncredit Matriculation Plan	Associate Vice President, Continuing and Community Education
Library and Learning Resources Plan	Program Manager, Library and Learning Resources
Disaster Recovery Plan	Vice President, Administrative Services
Health and Safety Plan	Vice President, Administrative Services
Facilities Maintenance Plan	Director, Facilities
Human Resources Plan	Associate Vice President, Human Resources
Staff Development Plan	Associate Vice President, Human Resources
Student Equity Plan	

#### Phase One: Plan Identification

The first part of the plan review process is the identification of each plan. This is set to be carried out between April and December in 2010. After December 2010, phase one will occur only when new plans are developed or when an existing plan undergoes substantial changes.

#### Phase Two: Plan Self-Evaluation

Phase two of the plan review process is completed annually, starting in 2010-2011. The phase two form is due at the end of the Spring semester each year. The form includes a self-evaluation of progress made on the plan's goals and action items, as well as a question asking for a narrative self-evaluation.



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### Phase One: Plan Identification

Each plan at GCC goes through a plan review process coordinated by the Institutional Planning Coordination Committee (IPCC). Phase one of this process is a one-time activity that involves submitting information about the plan. A separate form is available for phase two, which involves annual self-evaluation of progress on the plan. *Please submit this completed form to Ed Karp by December 15, 2010 (the last day of Fall 2010).*

#### Section 1. Identification and History of the Plan

1.1. Plan Name:

1.2. Is this plan under Academic Affairs, Student Affairs, or Administrative Affairs?

1.3. Describe the date the plan was originally developed and the original purpose/intention of this plan.

1.4. Summarize significant updates made to the plan.

1.5. List the people and/or committees who developed the current plan.

1.6. Which of the following information sources were used to develop the plan? (Mark an X in the Yes or No column for each row.)

Information Source	Yes	No	Data were not available	Comments
SLOAC				
Campus Views				
External Scan				
Campus Profile				
Student Views				
Community profile				
Program Review				
Other				

1.7. Identify which of the following elements are included in the plan. (Mark an X in the Yes or No column for each row.)

Element	Yes	No	Comments
Goals			
Action items or strategies			
Measurable outcomes			
Timelines for completion			
Individuals/agencies responsible			
Budget impacts			

## Section 2. Approval Status

2.1. Identify the names of the governance committee(s) and/or sub-committees that have reviewed the plan, approved the plan if this was appropriate and the date it was taken to each committee.

Committee	Date taken forward and sunshined	Date accepted/ approved	Comments

Committee	Date taken forward and sunshined	Date accepted/ approved	Comments
Campus Executive			
Board of Trustees			

## Section 3. Linkage to Institutional Plans and Accreditation Standards

3.1. Indicate which accreditation standards and institutional goals with which the plan is linked. (Mark an X in the Yes or No column for each row.)

	Yes	No	If yes, identify standard, goal, or section:
Accreditation Standard			
Educational Master Plan			
Strategic Master Plan			
Program Review			
Mission Statement			

3.2. Identify the individuals, committees, or other groups that will need to see the plan to facilitate their own planning.

Individual, committee, or group	Plan goals to be reviewed	Anticipated timeline for review	Comments

3.3. Identify budget impacts of the plan. In which of the following areas do you foresee future resource requests? (Mark an X in the Yes or No column for each row.)

Budget Area	Yes	No	Comments
Facilities			
Faculty			
Classified Staff			
Technology			
Equipment			
Other			



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### Phase Two: Plan Self-Evaluation

Each plan at GCC goes through a plan review process coordinated by the Institutional Planning Coordination Committee (IPCC). This form is for annually reporting a self-evaluation of the plan's progress. *Please submit this completed form to Ed Karpp by June 8, 2011 (the last day of Spring 2011).*

1. Plan Name:

2. List any governance committees to which the plan was presented during the 2010-2011 academic year.

Committee	Date(s) of discussion	Comments

3. Describe the status of goals and action items prioritized for completion in 2010-2011. (Mark an X in one of the status columns for each row.)

Goal/action item	Current Status			Comments
	Completed	In Progress	Not Addressed	

4. Describe the status of the plan, including strengths and weaknesses. Are any changes necessary in goals, action items, timelines, etc.?

\_\_\_\_\_  
Signature of administrator responsible for plan

\_\_\_\_\_  
Date