



College Planning Committee Charter
A Committee of the Pierce College Council (PCC)
Adopted May 26, 2011
Approved by PCC December 11, 2014

Responsibilities

The College Planning Committee (CPC) is responsible for the development and implementation of the college's overall planning efforts, ensuring integrated planning and alignment with the college's Mission Statement and the Strategic Master Plan. The CPC develops the college's Professional Development Plan, updates and publishes all timelines for college planning, reviews all college plans for alignment with the college's Strategic Plan, and provides regular reports to the PCC on progress and planning developments.

The role of the committee shall be the following:

1. Regularly review and monitor completion of goals and objectives outlined in college planning documents.
2. Oversee Comprehensive Program Review processes.
3. Update and publish an annual college planning calendar to include annual planning timelines (fourteen-year cycle), and review all plans to ensure integration of college planning documents and planning cycles:
 - a. Accreditation Cycle
 - b. Strategic Planning Cycle
 - c. Educational Master Planning Cycle
 - d. Student Success Support Planning Cycle
 - e. Student Equity Planning Cycle
 - f. Enrollment Management Planning Cycle
 - g. Technology Master & Strategic Planning Cycle
 - h. Facilities Master & Strategic Planning Cycle
 - i. Professional Development Planning Cycle
 - j. Comprehensive Program Review Cycle
 - k. Annual Program Planning Cycle
4. Review all college plans for alignment with the Strategic Master Plan and make recommendations to the PCC for approval of college plans.
5. Develop, monitor, and evaluate the college's Professional Development Plan.
6. Oversee and conduct the self-evaluation process for PCC committees.

Composition

Voting Membership:

- 1 Dean from the Office of Institutional Effectiveness, Co-Chair
- 2 Academic Senate Representatives
- 1 AFT 1521 Faculty Guild Chapter Representative
- 1 AFT 1521A Classified Staff Guild Representative
- 1 SEIU Local 721 Supervisory Unit Representative
- 1 Building and Trade Unit Representative
- 1 SEIU Local 99 Unit Representative
- 1 Teamsters' Representative
- 1 Vice President, Academic Affairs or designee
- 1 Vice President, Administrative Services or designee
- 1 Vice President, Student Services or designee
- 1 Dean, Academic Affairs or Student Services
- 1 Associated Students Organization Representative
- 1 Career and Technical Education (CATE) Representative
- 1 Accreditation Steering Committee Representative
- 1 Director of College Facilities or designee

Resource Membership

- 1 Basic Skills Initiative
- 1 Enrollment Management Committee
- 1 Technology Committee
- 1 Student Equity
- 1 Educational Planning Committee
- 1 Budget Committee
- 1 SLO Coordinator
- 1 Pierce College Council
- 1 Institutional Effectiveness staff member if Dean of OIE is unavailable

Operation and Procedures

The committee shall be co-chaired by a member of the CPC committee to be chosen by the committee and by the Dean from the Office of Institutional Effectiveness.

The term of office of all committee members, except senior staff members (or designee) and the Dean from the Office of Institutional Effectiveness, shall be two (2) years. The terms of the nonpermanent committee



membership will be staggered so that one half of the committee is selected at the beginning of each academic year.

Nonpermanent committee members shall be appointed by their constituencies in consultation with the division Vice President. Academic Senate representatives are appointed by the Academic Senate.

The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information-gathering and/or decision-making process. The committee will establish short-term workgroups composed of members from the campus community as needed to complete specific tasks.

If any representative misses more than two meetings during any semester, the constituent group will be notified in writing so it may take appropriate action to ensure its interests are fully represented.

Quorum is reached at 50% plus one (1) of voting membership. Voting members may designate a proxy if they will be absent from a meeting.