North Orange County Community College District

CHANCELLOR’S CABINET/DISTRICT PLANNING COUNCIL

Agenda Item Submittal Form

Date: December 22, 2011
From: Deborah Ludford
Re: Agenda Item for Chancellor’s Cabinet/DPC Meeting of November 28, 2011

1. AGENDA ITEM NAME

NOC CCD 2012 Integrated Planning Manual

2. AGENDA ITEM ACTION (Please check one and fill in date, if appropriate.)

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<thead>
<tr>
<th>Information Only</th>
<th>Second Reading</th>
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<tr>
<td>Review/Discussion</td>
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<td>First Reading</td>
<td>Action</td>
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<td>Required Decision Date</td>
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3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: 20 minutes

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM

Presented is the NOCCCD 2012 Integrated Planning Manual for discussion. Based on the recommendation of our consultant, this manual has been drafted in response to a portion of accreditation recommendations #1 and #3.

Recommendation #1 requires that the structure and function of District-level planning be clearly defined and that the components align with one another. The recommendation is:

“In order to meet the standards, the team recommends the district, in concert with the colleges, further define and align planning, governance, and decision-making processes to provide improved clarity to its structure, function, and linkages.”

Recommendation #3 requires that the District regularly analyze and evaluate planning processes and use those results to improve the processes. The recommendation is:

“In order to meet the standards, the team recommends the district conduct regular analysis and evaluation of its district planning, governance, and decision-making processes in order to assess the efficacy of these systems and ensure their effectiveness. Results of these analyses and findings should be broadly communicated across the institutions and used as a basis for improvement, as appropriate.”

NOTE: Please forward this form with all backup material to the Chancellor’s Office one week prior to meeting for distribution.
In order to accomplish the writing of the manual, the consultant also recommended a workgroup be formed to draft the initial version of this manual. Volunteers were solicited for the workgroup from the Comprehensive Master Plan half day workshop participants. The Integrated Planning Workgroup participants were: Ken Meehan, Sean Chamberlin, Lisa Clark, Rick Rams, Terry Giugni, Vaniethia Hubbard, and Santanu Bandyopadhyay. Following the development and review of three drafts, the document was distributed to the entire district for comment. The feedback from this district-wide review was presented by the campus CEO's to Chancellor's Staff and consensus was reached on final changes to be incorporated in the document that is attached.

5. **RECOMMENDATION**
   It is recommended that any additional changes be presented and discussed.

6. **OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM**

   Workgroup members
   District-wide staff

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