



**MONTEREY PENINSULA**  
College

**ADMINISTRATIVE PROCEDURES**

**Chapter 3    General Institution**

**3250**

**AP 3250    Institutional Planning**

The District's integrated planning processes are overseen by the Planning, Research, and Institutional Effectiveness Committee (PRIE). The PRIE committee shall:

- Initiate and oversee activities related to integrated planning processes including the development, implementation, and evaluation of the MPC model for integrated planning
- Support and monitor the development of college planning documents, the Institutional Action Plan, and the Institutional Action Plan Annual Evaluation Report
- Ensure that institutional planning processes are informed by and connected to institutional data and research

In addition, the PRIE committee shall assess institutional planning processes. The PRIE committee, in collaboration with the appropriate administrator, shall:

- Evaluate MPC decision-making and planning processes every three years, prepare an assessment report, and revise the Integrated Planning Handbook as needed
- Annually review the Integrated Planning Handbook for minor corrections and update as needed

The PRIE committee shall guide program review activities at the District. The PRIE committee shall:

- Make recommendations to the Academic Senate on the process and format for program review
- Review all program reviews and provide feedback
- Create an annual summary of program reviews and action plans
- Provide support and guidance for annual training on how to prepare effective program reviews

See Board Policy 3250 – Institutional Planning, MPC's *Integrated Planning Handbook*, and the *Resource Guide to Decision Making at MPC*

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

**Approved:** June 26, 2017

**Revised and Approved:** May 11, 2021, December 7, 2021