**Example Comprehensive Plan Process for Pilot Colleges**

The purpose of the pilot project is test a prototype comprehensive plan and related reporting toolthat willenable colleges to more effectively use data, integrated with budgeting and planning, to improve program decisions and student outcomes.

During the course of the pilot, each pilot college will develop a comprehensive planning/reporting process suitable to its local context and provide the required information in the comprehensive plan online reporting form. Below is just one example of what such a process might look like. Colleges that have already developed an integrated planning process and structure will likely use that structure, as appropriate.

1. **Identify a college comprehensive planning lead and team**

Each college should identify a reporting and planning lead. While this individual may hold any position in the college administrative structure, they should have the following authority and skills to oversee a collaborative and open process by:

* Understanding the structure and culture of the college as it relates to budgeting, planning, and reporting
* Working across siloes to ensure all programs included in the comprehensive plan have a voice in the process
* Convening the appropriate individuals, groups, programs and committees for discussion and action
* Facilitating productive conversations about integrated priorities and goals
* Elevating critical decisions and questions to the appropriate groups and/or leadership positions

The purpose of the comprehensive planning process is to improve colleges’ capacity to plan, budget and report in a holistic way to maximize the impact of resources and time to achieve the college’s local Vision goals. Given this goal, many colleges will likely create ***a cross-functional workgroup*** to assist the lead as they oversee this effort.

1. **Example 8-month workgroup schedule for pilot colleges (October 2020-May 2021)**

October 2020:

* Identify lead and workgroup members
* Attend a 2-hour informational session and training with the Chancellor’s Office and statewide project team (lead only)
* Hold first workgroup meeting to (1) review the comprehensive plan template and other materials, (2) identify which programs, directors, and committees to include in the process based on programs included in the pilot and the structure of the college’s governance processes, and (3) develop an initial timeline for meetings, decisions, approvals, and other key activities
* Begin socializing the project and process with appropriate stakeholder groups and planning committees on campus (e.g., Academic Senate, affected program directors, etc.)

October through December 2020:

* Convene necessary workgroups, committees, and programs with a focus on braiding the funds and activities of each program for maximum effect on student success and achievement of local Vision goals
* Identify and schedule agenda items for discussion/approval in Spring (e.g., with the academic senate, classified senate, executive cabinet, board of trustees and other governance organizations)
* Participate in the pilot college community on the Vision Resource Center
* Attend at least one check-in with the statewide project team to provide feedback and ask clarifying questions about the work
* Connect with the Foundation pilot project team with questions or concerns and with requests for technical assistance
* Respond to a short survey from the project team about the first three months of the project

January through April 2021:

* Complete meetings with affected programs and other groups
* Begin filling out the comprehensive plan template
* Acquire approval from appropriate governance organizations (TBD)
* Continue participating in the pilot college community on the Vision Resource Center
* Attend at least two check-ins with the statewide project team to provide feedback and ask clarifying questions about the work

May 2021:

* Submit final comprehensive plan by May 15, 2021
* Attend a de-brief of the pilot with the statewide pilot project team
* Respond to a short survey from the project team about the entire project process and experience

Throughout Spring and Fall 2021 (after completion of the project): Lead and/or workgroup members will agree to

* Participate in conference presentations with Chancellor’s Office leadership to socialize and discuss the comprehensive plan project
* Respond to Foundation project team questions as they work with the Chancellor’s Office to design and implement next steps