



## MEMO

**TO:** College Presidents and District Services

**FROM:** Chancellor Houston

**DATE:** September 21, 2015 – *Revised February 3, 2016*

**SUBJECT:** 2016-2017 Planning Guidelines *with Revised Due Date*

This memo establishes planning guidelines, for the Colleges and District Services, for developing 2016-17 plans and resource allocation as well as any mid-year revisions to the 2015-16 plans. The respective products of 2016-17 College and District Services planning are due to the Chancellor's Office by ~~January 29, 2016~~ **March 31, 2016**.

In prioritizing/justifying 2016-17 planning and proposed resource allocation, as well as any other significant resource commitment, each college and the District Services Executive Team should address the following priorities:

- Strategic Goal #1: Increase student success and maximize the student experience through andragogy, curriculum and well-aligned student services programs designed to enhance student learning and completion.
- CTE Priorities as documented in Board's July 2013 Planning Session: Agriculture, Culinary Arts, Advanced Manufacturing, Automotive, Welding, Public Safety, Nursing
- Prioritize unaccomplished Student Success Initiatives as documented in Board's July 2013 Planning Session – evaluating the actual outcome, the product itself.
- Comprehensive College Educational Master Planning *as intended to align with the Board's Strategic Goals*
- Other integrated planning intended to complete the multi-college transition

In developing its planning documents each College should assess progress towards these priorities, assessing accomplishments and outcomes, and where appropriate propose the realignment of objectives to accomplish the strategic priorities.