![RCC Rogue Community College logo]

AP 3250 Institutional Planning

References:
NWCCU 2020 Standards 1.B and 2.I.1

Strategic Planning

The college-wide strategic plan is developed at least once every accreditation cycle (seven years) and evaluated on an ongoing basis. Regional environmental scanning is conducted to ensure identification of current community dynamics, and broad engagement of internal and external constituents includes the voices of RCC students and employees, K-12 education, universities, economic development organizations, and regional employers.

The strategic plan is developed by a committee with representation from these groups and is presented to the college and local community for feedback. The RCC Board of Education approves the final strategic plan. The plan includes review/revision of the college mission, vision, values, goals, and objectives.

Executive leadership works with the strategic planning committee to ensure that the goals and objectives of the plan are measurable, supported financially, and that specific metrics with targets are identified before the plan is approved by the Board of Education.

Following approval of the RCC strategic plan, each department/division of the college aligns its strategic plan, metrics and targets to the college-wide plan in accordance with guidelines established by the College Effectiveness Council. Data is collected at the department/division and college levels to assess effectiveness in reaching established targets, and reports are submitted using College Effectiveness Council guidelines. These reports are reviewed annually to identify successes and areas for improvement as well as creating and assessing action plans.

Annual assessment of the strategic plan can lead to revision of metrics and targets, and in some instances, may lead to minor modifications of the objectives.

Academic Master Planning

The process for developing, reviewing, and updating academic master planning is defined by the College President. Academic master planning is a continuous process whereby the entire portfolio of the college's transfer and career and technical education programs is evaluated to ensure a successful student experience for each learner while also meeting the needs of the community.

The college, through its learning and student services leadership team working in conjunction with faculty conducts regular environmental scans, curriculum reviews, and

student perception surveys to determine the best mix of academic and career programs on each campus to ensure their currency, relevance, and fit with student and community needs.

The Academic and Training Council serves as the primary review body for the Academic Master Plan while broader forums for faculty and staff are utilized for input from the college-wide community in the planning process.

Strategic Enrollment Management Planning

The process for developing, reviewing, and updating strategic enrollment management planning is defined by the College President. Strategic enrollment management planning reflects the College's efforts to identify, recruit, enroll, retain, and graduate a student body in accordance with its mission while ensuring fiscal sustainability of its current and future operations. The college's strategic enrollment management work draws representatives from across the college community, including but not limited to, admissions, advising, instruction, marketing, institutional research, financial aid, and career counseling, to craft, oversee, and refine the strategic enrollment plan at periodic intervals.

Facilities Master Planning

The process for developing, reviewing, and updating facilities campus master planning is defined by the College President. Facilities master planning occurs upon completion of a major project or every ten years, whichever comes first. In between master campus facilities plan review periods, the College continues collecting stakeholder input regarding campus conditions. Every two years, the College completes a facility site survey and a campus satisfaction survey to gauge the adequacy and effectiveness of the campuses.

The College President develops a steering committee, which may include retaining a planning consultant, for plan review and the development of recommendations that can be presented to the Board of Education. Steering committee members include but are not limited to members of the college executive team and three members of the Board of Education representing both Jackson and Josephine Counties. The steering committee serves as the primary review body, while open campus forums, a college website (www.roguecc.edu/masterPlan), and a Master Plan survey opens the process to the college-wide campus community.

The steering committee develops the initial concepts that are discussed among various stakeholder groups, with repeated iterations that incorporate different approaches, additions, and deletions to the concepts developed. Planning committee staff, including representatives of the Board, discuss the concepts developed and determine whether they fit with the mission, vision, and strategic goals of the College.

Upon completion, the College President submits updated master plans to the Board of Education for review and acceptance.

Technology Planning

The process for developing, reviewing and updating technology planning is defined by the College President. Technology planning is maintained by Information Technology (IT) Service departments. Infrastructure planning provides opportunities for input from technology support staff and constituents with ongoing comprehensive meetings every two weeks during each current term. Meeting participants consist of IT staff, faculty and classified staff who discuss the College's needs, wants, and ideas on technology related continuous improvement of operations, programs and services of the College.

The College develops, implements and reviews a technology update and replacement plan in order to confirm a strong technological infrastructure to support its operations, programs and services. This is accomplished through the comprehensive bi-weekly planning meetings which provide IT staff, faculty and classified staff the timely opportunity to discuss technology processes for developing, reviewing, updating and implementing plans within the meeting(s). Participants discuss the effects, benefits, roadblocks and possible issues with each plan.

Emergency Preparedness

The process for developing and reviewing Emergency Preparedness plans is defined by the College President. The College has multiple Emergency Preparedness plans which are maintained by the Risk Management Department. These plans are reviewed on both an annual basis and as-needed by a number of departments, including but not limited to, Risk Management, Facilities, Informational Technology, Student Services, Instructional Services, Human Resources and Business and Finance. A description of each of the Emergency Preparedness plans is provided below. Each plan requires approval from the Board of Education.

A. Emergency Operations Plan

The Emergency Operations Plan (EOP) establishes the organizational structure and protocol for responding to emergencies both natural and man-made. This plan describes and designates roles and responsibilities for college personnel during emergency situations. It provides procedures intended to protect lives and property during incidents. While the basic plan is considered an all-hazards response approach, the EOP will host disaster specific plans as addenda as these are developed.

B. Natural Hazard Mitigation Plan

The purpose of the Natural Hazard Mitigation Plan is to identify and take proactive measures to reduce or prevent the negative impacts of emergencies at all college

campuses. A Natural Hazard Mitigation Plan is distinguishable from the Emergency Operations Plan to the extent that it plans for proactive implementation of mitigation actions prior to a hazard occurrence. The Rogue Community College Natural Hazard Mitigation Plan is a five-year blueprint for activities with the goal to protect the College and its assets by reducing the impacts of future disasters.

C. Continuity of Operations Plan

The purpose of the Continuity of Operations Plan (COOP) is to establish the organizational structure and protocol the College will utilize to recover from emergencies that may impact college operations. The COOP covers essential college operations, departments and service areas. Using an all-hazards approach, the plan ensures that regardless of the event, essential functions will continue to operate and services will continue to be provided to the extent possible to faculty, staff and students. This approach anticipates the full range of potential emergencies, from those that cause the temporary interruption of a single function to the shutdown of the entire college district requiring the suspension of all non-essential functions.

Integration of Various Planning Efforts

All institutional planning efforts are reviewed by executive leadership annually or when changes or updates are made to the plans. This ensures cross-departmental discussion of the impact of these plans on each division of the college and an informed leadership team.

Rescinds Procedure Number: None

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