



Attachment 1
CPC 10-04-05

SBCC CONSULTATIVE PLANNING PROCESS



Consultative Planning Process Timeline

October 5	Year 2 evaluation of the 2002-05 College Plan completed and submitted to President. CPC consultation to take place during the month of October
October 1	CPP Quantitative information distributed to vice presidents
October 10	VP review of CPP information completed
October 15	Department/program quantitative information templates distributed to appropriate administrators
October 9	Board Study Session on evaluation of 2002-05 College Plan
November 22	Department/program reports due to VP or appropriate dean



Consultative Planning Process Timeline

December 7	Executive Committee begins review of department/program information
Month of January	EC/CPC workgroup formed to consolidate materials into proposed course of action
Mid March 05	CPC consultation on EC/CPF workgroup recommendations
Mid February 05	External factors forums
	End of April 05 CPC department/program/activity recommendations to President including 05-06 budget recommendations



Consultative Planning Process Timeline

End of March 05	Draft 2005-08 college plan and 06-07 budget recommendations to president
End of April 05	President budget recommendations to Board of Trustees
Mid June 05	2005-08 college plan to the Board of Trustees
Mid June 05	Board adopts 05-06 budget



Instructional Units and Programs (Non-categorical Funding)

Credit Program

- Instructional departments
- Dual Enrollment
- Gateway to Success
- Honors
- MET/CAP
- On-line instruction
- Professional Development Center
- Study Abroad
- Work Experience

Continuing Education (FTES and Community Services)



Consultative Planning Process Quantitative Measures for Instructional Units

**Information to be collected for departments and programs/units within
departments (5 years)**

- FTES
- WSCH/FTEF
- Department allocations/expenditures (breakout GF and other funding sources)
- Cost/FTES (Cost/income ratio)
- Staff assigned to the unit
- All Credit Departments: Degree and certificate completion, course completion rates
- External benchmark to like programs



Consultative Planning Process Information for Instructional Units

- **What are unique contributions to college or community made by the department/program/activity?**
- **What is the likelihood of the department/program/activity generating growth in FTES or income?**
- **Are there ways consolidations/efficiencies/cost reductions can be achieved by the department/program/activity? (Looking at inter-and-cross department possibilities)**
- **What is the impact of consolidating, reducing or eliminating specific courses, programs and/or activities within the department?**
- **What are the department's 2005-08 planning priorities, goals and objectives?**



Units in Support of Instruction

- **Credit/Non-credit Program Administration**
- **Faculty Resource Center**
- **Marketing/Publications**



**Consultative Planning Process
Questions for Evaluating Units
in Support of Instruction**

- By major area of activity, what services/product are provided by the department/program/activity?
- What are the costs for service delivery of the department/program/activity?
- What is staffing for the department/program/activity (broken down by area of activity)?
- In what ways are the services produced by the department/program/activity essential/mandated?
- Are faculty resources committed to delivery of the service? (impact on FT/PT obligation?)



**Consultative Planning Process
Questions for Evaluating Units
in Support of Instruction**

(Continued)

- How does the service delivery for the department/program/activity compare to external benchmarks?
- Are there ways consolidations/efficiencies/cost reductions could be achieved? (Looking at inter-and-cross department possibilities)
- What is the impact of consolidating, reducing or eliminating a program/activity within the department on the college?
- What are the department's 2005-08 planning priorities, goals and objectives?



Units in Support of Students

<Admiss/Reg/Recs	<Alumni Association
<Career Advan Cent	<Children's Center
<Counseling	<DSPS
<EOPS/CARE	<Financial Aid
<International	<Learning Services
<Library	<Matriculation/Assmt
<School Relations	<Student Activities
<Transfer Center	



Consultative Planning Process Questions for Evaluating Units in Support of Students

- What are sources of revenue for the department/program/activity?
- By area of department/program/activity what services/product are provided?
- What are the costs for service delivery by major area of activity?
- What is staffing for the unit (broken down by area of activity)?
- In what ways are the services produced by the department/program/activity essential/state mandated?
- Are faculty resources committed to delivery of the service? (impact on FT/PT obligation?)



Consultative Planning Process Questions for Evaluating Units in Support of Students

(Continued)

- **Are there ways reorganizations, consolidations, efficiencies or cost reductions could be achieved?**
- **How does the service delivery compare to external benchmarks?**
- **What is the impact of reorganizing, consolidating, reducing or eliminating the activity within the unit on the college or community?**
- **Are there ways the unit could generate growth in FTES or income? (Looking at inter-and-cross department possibilities) If yes, please explain.**
- **What are the department's 2005-08 priorities, goals and objectives?**



Operations Units

- **Accounting**
- **Administrative Services**
- **Facilities and Operations**
- **Human Resources & Legal Affairs**
- **Information Resources**
- **Institutional Assessment, Research and Planning**
- **President's Office**
- **Purchasing**
- **Security**
- **Public Information Officer**



Budget Reduction Questions for Evaluating Operations Units

- **By department/program/activity, what services are produced/provided by the unit?**
- **What are the costs for service delivery by department/program/activity?**
- **What is staffing for the unit (broken down by area of activity)?**
- **In what ways are the services produced by the unit essential/state mandated?**
- **How does the department/program/activity delivery compare to external benchmarks?**



Budget Reduction Questions for Evaluating Operations Units

(Continued)

- **Are there ways consolidations/efficiencies and cost reductions could be achieved?**
- **What is the impact of consolidating, reducing or eliminating the activity within the unit on the college or community?**
- **Are there ways the unit could generate growth in FTES or income? (Looking at inter-and-cross department possibilities). If yes, please explain.**
- **What are the department's 2005-08 planning priorities, goals and objectives**