1. *Message from the President of the College (college prepares)*
2. Introduction (CWP)
3. *Overview of the College (from college web pages, etc.)*
4. *History*
5. *Current-Day Perspective*
6. *Mission, Vision, Values (from college web pages, etc.)*

ACCJC Standard I.A.1 (ER 6)

1. Environmental Scans/Considerations (CWP)
2. External Scan
	* + 1. State and Regional Conditions That Could Impact the College in the Future (examples)
				1. The Economy and Employment by Industry
				2. Higher Educational Policy and Impacts for Community Colleges
				3. Population Served, Effective Service Area- Demographic/Social-Economic Considerations

Feeder High Schools

What are the educational needs of the service area and contextual considerations in which the college operates?

1. Internal Scan (CWP)
	* + 1. The Institution from Within (examples)
				1. Unduplicated Student Headcount (for last five fall semesters only)
				2. FTES or WSCH Trends (for last five fall semesters only)
				3. Program of Instruction (degrees & certificates authorized to confer)
				4. Curriculum Distribution (WSCH by divisions)
				5. Schedule Delivery Trends

Class Offerings by Status re- Credit, Transfer, Basic Skills, SAM, Day/Evening, Modalities of Instruction, Day and Time Patterns

* + - * 1. Profile of Student Characteristics/Demographics, Goals, Attendance Patterns, etc.
				2. Placement Recommendation Trends
				3. Non-Instructional Resources That Support the College
1. Student and Academic Support Services
2. Library and Learning Resources
3. Human Resources And College-Wide Staffing Pattern
4. Budget
5. Technology
6. Space

How has the college responded to the external and internal environment?

How has the college implemented its mission?

ACCJC Standards I.A.3; II.A.1 (ER 9, ER 11); II.B.1 (ER 17) & 2; II.C.3 (ER 15)

*Italics indicate content coming from existing college web pages or documents.*

**Bold indicates topics that the college will need to think about and help articulate with CWP.**

Regular font indicates topics that CWP will research and author.

1. Institutional Effectiveness (CWP)
2. Assessment of Institutional Performance Against Goals (examples)
	* 1. Scorecard- Accomplishing the Goals
3. Student Progress and Achievement Rates
4. Degrees and Certificates Awarded
5. Transfers to CSU, UC and Other 4-year Institutions
6. Persistence (fall to fall)
7. Earned 30 Credits (vocational students)
8. Success Rates
9. Basic Skills Completion/Improvement Rates
	* 1. Institutional (or GE) Student Learning Outcomes & Assessment Evidence
10. ***Additional Goals (college prepares)***
	1. ***Institutional Set Standards (ACCJC and U.S. Department of Education)***
	2. ***State Mandated Goal Statements***
	3. ***Board Goals***

What are the institutional set standards and SB 195 mandated goals established by the college?

How do the Board’s ends policies and metrics for performance mesh with the college’s metrics?

ACCJC Standards I.A.2; I.B.3 (ER 1); I.B.6

1. Key Planning Assumptions Regarding Future Trends (CWP)
2. Key Planning Assumptions
3. ***Strategic Priorities*** *(college prepares)*
4. Opportunities for the Future (CWP)
5. Future Labor Markets
	1. Summary Analysis
	2. Ten-year Projections by Occupation, Supply and Demand
		1. Separate Tables by Educational Preparation Commonly Expected for Entry-Level Positions
6. Faculty Vision for Curriculum
	1. Future Curriculum Visions (faculty & staff voice as an agenda for the Curriculum Committee)
	2. New Curriculum Visions with Facilities/Space Implications
	3. Perceived Problematic Current Facilities
7. Planning Considerations for Potential New Programs
8. Opportunities for New Initiatives, Improvement or Expansion

What are the faculty visions for new programs and what additional space might be needed?

What are the opportunities suggested by the labor market, legislation, etc.?

ACCJC Standard IV.A.4

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1. Projections for Future Growth (CWP)
2. Future Capacity for the Growth (baseline term then in 5-year increments, e.g. 2020, 2025, 2030)
	1. Unduplicated Student Headcount (fall term only)
	2. WSCH (fall term only)
3. Baseline Term Analysis by Discipline and Division/College Summary
	1. Sections, Seat Tickets, Seats/Section
	2. WSCH, WSCH/Section
	3. FTES
4. WSCH Growth Projection as Applied to the Future Program of Instruction (5-year increments)
	1. By Discipline/Program and Summarized by Division and College or Location
		1. Sections
		2. WSCH, WSCH/Section
		3. FTES
		4. Lecture WSCH
		5. Laboratory WSCH
5. Space Projections in 5-Year increments
	1. By Division and College or Location
		1. Sections
		2. Lecture Assignable Square Footage
		3. Laboratory Assignable Square Footage
	2. By Discipline, if not included in the Facilities Master Plan

Acknowledgements

Appendices

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