Institutional planning processes shall be broad-based, comprehensive, systematic, and integrated into all aspects of decision making within the district with the fundamental purpose of fulfilling the mission, vision, and core values of MiraCosta College. Data-driven comprehensive master planning for the district and annual program-review processes for all programs and services shall provide the basis for institutional planning.

The initial recommendation for integrating institutional planning rests with the Budget and Planning Committee, the Business and Administrative Services Division, and the Office of Institutional Research, as noted in the individual board policies and administrative procedures cited below.

Institutional planning processes shall be submitted to the California Community College (CCC) System Office when required.

Processes for developing, reviewing, updating, approving, and implementing plans and processes include:

A. Comprehensive Master Plan (CMP)
   1. Reviewed annually and updated every five years by the Budget and Planning Committee. The updated CMP will be approved by all governance councils as a recommendation to the superintendent/president.
   2. Implemented continuously via the annual program review process and the annual budget development process, as well as planning and budgeting within each division of the college.

B. Program Review Process
   1. Reviewed and updated annually by the Budget and Planning Committee, Institutional Program Review Committee, and the Academic Affairs Committee as a recommendation to the Academic Senate Council; approved by the Academic Senate Council as a recommendation to the superintendent/president.
   2. Implemented annually by all programs and services.