



WEST LOS ANGELES COLLEGE

9000 Overland Avenue, Culver City, CA 90230 (310) 287-4200

Dear Faculty:

August 28, 2003

Welcome to Flex Day 2003 and another new academic year at West Los Angeles College. The Office of Planning & Research and the College Planning Committee extend a warm “welcome back” and would like to support you in achieving a successful academic year.

This handout is intended to provide you with information that was developed over the last two years and provides a synopsis of the college planning process at West. It is designed to inform you of the established planning strategy and provide details of the process as developed by the Planning Committee with support and input from our college community. By providing this overview, it is hoped that we are also providing you with an opportunity to involve yourself in the planning process of the college through direct participation in the committees and advisory groups that participate in the development and growth of the college. We encourage you to participate, join, and become an active partner in this planning adventure by establishing membership in any committee or advisory group that interests you.

Please look over your packet of materials and for further information regarding your questions or participation, please contact either Paul Zolner at 287-4356, or Jocelyn Towler at 287-4276. Thanks for your help in continuing the effort to make West Los Angeles the college of choice. Have a productive day and a successful year.

Paul Zolner
Chair, Planning Committee

TABLE OF CONTENTS

Welcome Back

Contents

Planning Cycle (Timeline)	3
Unit Plan Departments	4
Decision Making Process (Chart)	5
Sample Unit Plans	6-9
Comprehensive Program Review	10-13
Prioritization List	14
New Initiative Form	15



ANNUAL PLANNING AND BUDGETING CYCLE FOR 2004 - 2005

The College's annual planning budgeting process is intended to directly link planning and budgeting. A major premise of the process is that each of the College's major division collaborates internally in developing a unit plan that reflects and implement the master plan (the major divisions are: Academic Affairs , Students Services, Administrative Services, and Workforce and Economic Development, and the President's Office). Having clarified their issue and directions, each major division also shares information and coordinates with the College's other major divisions. The major steps of this process are described in the table and figure on the following pages.

PROCESS STEPS		TIMELINE
2003		
1	Leadership Retreat	May
2	Distribution of Annual Planning and Budgeting Guidelines	August
3	Initial Planning Session of Major Division (<i>Program Review Due</i>)	August/September
4	Unit Planning	September - October
5	Completing of Unit Plans	October (end of month)
6	Vice President's Review And Synthesis	November
7	Cross Divisional information Sharing	November
8	Planning Committee Review and Feedback	November
9	Divisional Review And Priority Setting	November
2004		
10	Annual Plan and Budget for Major Divisions	December/January
11	Planning Committee Review And Feedback	February
12	Budget Preparation	February
13	Constituency Review	February
14	Joint Planning - Budget Committee Priority Setting (<i>Operation Plan Due</i>)	March
15	Constituency Review	April
16	Final Plan And Proposed College Budget	May