

Guiding Principles for Strategic Planning Committees

Developed by the Institutional Strategic Planning Council (ISPC), the following guiding principles and procedures are designed to provide clarification and direction to the committees and councils that support the strategic planning processes at Norco College.

Principles:

- Committee business that has broad impact on institutional resources and/or long-term planning should be directed to the planning councils, followed by the ISPC, and ultimately the COTW.
- Major decisions made by the planning councils should move forward to the ISPC for consideration.
- Urgent committee matters or those which need a recommendation for which no recommending body is available (such as during an intersession), shall be forwarded directly to the president for consideration. The president will inform the ISPC of such matters in a timely manner.
- As with other programs, Transfer Degrees (also known as TMC's) must be approved by the ISPC.
- Though in most instances, items are moved from a committee to either the Senate or a planning council, committees may also bring items directly to the ISPC with approval of the ISPC co-chairs.
- Standing committees of the senate will make regular reports to the Senate. Other standing committees, including the Senate, will make regular reports to the ISPC during each primary term, based upon a rotation.
- Students will be represented on all committees unless mutually agreed upon by the committee and ASNC.
- Co-chairs of standing committees of the Senate are elected by those committees and are co-chaired by an administrator. Other standing

committees will elect a staff or faculty chair and have an administrative co-chair.

Procedures:

- It is recommended that the committees publish their agendas to the nor-all listserv 3 days prior to the date of their meeting.
- Minutes and agendas will be posted to the website.
- Minutes will follow the agreed upon college template structure.