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**Board Policy**  
Chapter 3 – General Institution

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**BP 3250            INSTITUTIONAL PLANNING**

The Superintendent/President, in consultation with the Board of Trustees and Academic Senate, shall ensure that Santa Monica College maintains a comprehensive, broad-based integrated planning and evaluation cycle supported by institutional research and driven by the SMC Vision, Mission and Goals and the five-year Strategic Initiatives. This planning process involves the District Planning and Advisory Committee, includes other segments of the College as appropriate, and is inclusive of all constituent groups. The Superintendent/President is empowered to establish District committees as necessary to assist with the annual planning process.

The Superintendent/President shall inform the Board of Trustees about the status of planning and the various plans. The Superintendent/President shall submit plans to the Board of Trustees for approval, when required by law.

The Superintendent/President shall ensure the Board of Trustees has the opportunity to provide input in developing the general institutional mission and goals and the annual planning process.

**References:**

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq.;  
ACCJC Accreditation Standards 1.4 and 3.5

*Adopted: November 15, 2004*

*Revised: June 5, 2018*

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*Reviewed by Senior Staff: April 2, 2019*

*Reviewed and Revised by Board of Trustees Subcommittee: June 18, 2019*

*First Reading by Board of Trustees: September 3, 2019*

*Second Reading and Approval by the Board of Trustees: October 1, 2019*

*Revised: June 4, 2024 (references only)*