



Plans

Overview

Educational Master Plan

Leadership Retreat

Related Links

- > [Planning, Research & Institutional Effectiveness](#)
- > [Planning & Budgeting Council \(PBC\)](#)
- > [Instructional Planning Council \(IPC\)](#)
- > [Student Services Planning Council \(SSPC\)](#)

## College Planning

Cañada College's Planning and Budgeting Council (PBC) oversees the institution's planning and implementation processes. For the college's overarching strategic plans, such as the [Educational Master Plan](#) and the [Strategic Enrollment Management Plan](#), PBC appoints a special task force to lead the planning process with support from the Office of Planning, Research, and Institutional Effectiveness (PRIE). Each task force develops the plan and engages all campus constituencies for review and discussion. PBC approves and monitors the implementation of all college plans.

Other college plans are in the purview of the relevant committee (e.g., Distance Education Advisory Committee leads the development of the Distance Education Plan). As of 2020, PBC established the following [bylaw template](#) and [college plan template](#) for all college-wide committees to implement no later than the start of their new planning cycle. As of 2023, the college's Student Equity and Achievement Plan has been in the purview of the Equity and Antiracism Planning Council.

To prioritize strategic initiatives on which to focus in a given year, the college's integrated planning and budgeting cycle begins each year with a summer [Leadership Retreat](#), at which an "annual plan" is developed and recommended to the college by the president on opening day. The relationship between the EMP, Strategic Enrollment Management Plan, Committee Plans and Annual Plan is depicted in the college's planning calendar below:

### Integrated Planning and Budgeting

To measure progress towards achieving its goals, the College considers its progress in the implementation of each of the strategic initiatives that support each goal. We do this twice per year. In August, the college hosts an [annual summer Leadership Retreat](#) which is open to all and at which participants are asked to review the overall, year-over-year progress in EMP implementation by considering the [EMP baseline metrics](#) and comparing them to the current metrics for each strategic initiative. Retreat participants utilize this comparison, as well as qualitative information presented by those helping to implement each initiative, to help inform the selection of which strategic initiatives to focus on during the coming academic year. These priorities are then conveyed to the entire college on opening day by the College President and, subsequently, to the Planning and Budgeting Council which adopts the year's priorities as part of an "annual plan" for EMP implementation.

In May of each year, an [annual plan progress report](#) is prepared and presented to the Planning & Budgeting Council and to the campus community on flex day in April, describing the progress made on each of the strategic initiatives that year. Links to prior year Annual Plans and Annual Plan Progress Reports can be found below.

Program planning is part of the College's annual [Comprehensive Program Review](#) process.

To effectively integrate its planning, budgeting, and evaluation cycle each year, the College follows this [Integrated Planning and Budgeting Calendar](#). The college's [personnel](#) and [non-personnel resource request process](#) is integrated into its [program review cycle](#) each year with the culmination in May when the Vice President of Administrative Services reports the results to PBC.

Cañada College Annual Integrated Planning & Budgeting Calendar			Key:		Budget		Staffing		Planning		Resources		Evaluation	
	Activity	Responsible Party	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Budget	Develop budget parameters based on program review	Admin & Faculty								X				
	Draft budget based on Division priorities, staffing approvals	VPAS									X			
	Submit tentative budget to District	VPAS										X		
	Finalize position control	VPAS											X	
	Finalize budget and submit to District	VPAS	X											X
Staffing	Approve budget (Budget of Trustees)	President, VPAS		X										
	Submit proposals for faculty reassigned time	Faculty			X									
	Review faculty proposals for faculty reassigned time	IPC				X								
	Review, consult, and make decisions on faculty reassigned time	VPI					X	X						
	Confirm timeline and process for program review cycle	PBC										X		
College and Program Planning	New position process (part of program review resource request process)	Divisions			X	X								
	Announcement of approved new positions	President					X	X						
	Set annual priorities	Leadership Retreat	X											
	Approve annual priorities (annual plan for EMP implementation)	PBC		X										
	EMP priority workgroups established and begin work	President		X	X									
Resource Request	Prepare and present progress reports to PBC	Committees/EMP leads								X	X	X		
	Approve progress reports and any new 3-year plans from Committees	PBC								X	X	X		
	Update data dashboards and packets for program review	PRIE											X	X
	Post SLO and PLO assessment reports	VPI	X											X
	Conduct program review and update program plans	Programs/Deans/VPs		X	X	X	X							
Evaluation	Peer evaluation of comprehensive program reviews	IPC/SSPC				X	X							
	Complete program review or annual updates to request resources	Programs				X								
	PBC hosts personnel request presentations. Senates prioritize requests.	PBC/Senates				X	X							
	Prioritize non-personnel resource requests	Divisions							X	X				
	Certify prioritization of resource requests	PBC								X	X			
Evaluation	VPAS presents mid-year budget update and forecast for next year	VPAS								X				
	Announce results of resource request process	VPAS								X			X	X
	Conduct ILO assessment	PRIE											X	X
	Consider results of ILO assessment and plan accordingly	PBC		X	X									
	Establish governance evaluation instrument	PBC/PRIE								X				
Evaluation	Evaluate governance process	PRIE								X		X		
	Consider results of governance evaluation and determine actions	PBC		X	X						X	X		
	Present updated college metrics (Institution Set Standards)	PRIE/PBC			X	X								

## Cañada College Planning Calendar

Cañada College Strategic Planning Calendar	2022-23	2023-24	2024-25	2025-26	2026-27	2027-2028
<b>Educational Master Plan 2022-27</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	EMP Planning Year
<b>Committee Plans:</b>						
Distance Education Plan			Year 1	Year 2	Year 3	
Facilities Master Plan (District)	Year 1	Year 2	Year 3		Plan Amendment (2025-30) →	
Professional Development Plan			Year 1	Year 2	Year 3	
Strategic Enrollment Management Plan		Year 1	Year 2	Year 3	Year 4 (extension)	Year 5 (extension)
Student Equity & Achievement Plan	Year 1	Year 2	Year 3			
Technology Plan			Year 1	Year 2	Year 3	
Transfer Plan*				Year 1	Year 2	Year 3

Committee plans operationalize and help monitor the implementation of the goals and strategic initiatives established in the Education Master Plan by topic  
\*Plan developed and monitored by the Canada Transfer Advisory Board (not a committee)

## Cañada College Plans

- + [Annual Plans \(EMP implementation priorities as of 2018\)](#)
- + [Distance Education Plans](#)
- + [Educational Master Plans](#)
- + [Professional Development Plans](#)
- + [Strategic Enrollment Management Plans](#)
- + [Student Equity Plans](#)
- + [Technology Plans](#)
- + [Transfer Plans](#)
- + [Sustainability Plans](#)

## Cañada College Implementation & Program Plans

- + [Dual Enrollment Implementation Plan](#)
- + [Guided Pathways](#)
- + [OER/ZTC Implementation Plans](#)
- + [Research & Evaluation](#)
- + [Strong Workforce Program](#)
- + [Student Success and Support Program \(SSSP\)](#)

## District Plans

[+ District Strategic Plans](#)

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