**Organizational Planning & Improvement Committee (OPIC)**

While other College committees contribute to the achievement of the strategic plan, OPIC focuses on activities related to forming, maintaining, and evaluating the planning process, and evaluating institutional progress toward achieving the strategic plan.

### Charges
- Conduct a mini environmental scan every five years.
- Review institutional progress toward achieving strategic goals by reviewing internal reports, institutional reports to external sources, and reports prepared by external resources.
- Propose planning priorities and recommendations for achieving strategic goals.
- Propose recommendations for future strategic plans.
- Participate in the process to revise the strategic directions.

### Membership
- **Chair** – Dean, Institutional Research & Planning
- **Academic Vice President**
- **4 – Full-time faculty**
- **1 – Adjunct faculty**
- **2 – Professional / Technical**
- **2 – Support Staff**
- **1 – Student Services**
- **1 (or more) Students**

Members serve a two-year term; half rotate off the committee each year (13 members)

**President ex-officio**

### Support Resources
- **Administrative Assistant to the Dean, Institutional Research & Planning**

### Procedures
- A quorum of members must be present for actions to be approved. A simple majority will be necessary to pass any motions (7 members).
- Use reports to obtain factual information and data impacting the College, including but not limited to:
  - Institutional reports (e.g. Performance Report, Program Review Report, Underrepresented Groups Report),
  - Internal reports (e.g. annual, assessment, budget, and enrollment reports; status of budget requests coming from program reviews and operational planning),
  - Reports prepared by external sources (e.g. government, economic development, education entities).
- Request information from non-committee members, as needed.
- Propose actions, priorities, and recommendations to be included in the planning process, to the Dean of Institutional Research & Planning.
- The Dean of Institutional Research & Planning will provide status updates on recommendations as they progress through the planning process.
- Document and publish for the College community all approved recommendations.

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**December 2010**