



Santiago Canyon College

Agendas and Minutes

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Planning Update Calendar

Policies, Procedures & Publications	Update Frequency	Responsible Party
Mission	1 Year Prior to Educational Master Plan	College Council
Year at a Glance	Annually	PIE Committee
Program Review Templates	Twice during each Educational Master Plan Cycle	EMP Committee
Faculty Handbook	Annually	Academic Affairs
Collegial Governance Handbook	Annually or as Needed	Academic Senate College Council
Catalog	Annually	Curriculum Office
Educational Master Plan	Every 6 Years	EMP Committee
Enrollment Management Plan	Every 3 Years	Enrollment Management Committee
Technology Master Plan	Annually	Technology Committee
Facilities Master Plan	Every 10 Years	Facilities Committee
Board Policies Administrative Regulations	As updates are received by the Community College League of California	Board of Trustees District Council
Degrees and Certificates	Every 5 Years	Curriculum & Instruction Council
Registration and Enrollment Information	Annually	Admissions & Records
Financial Aid Information	Annually	Financial Aid Office
Clery Report	Annually	RSCCD Safety & Security
Bargaining Unit Contracts	Every 3 Years	Bargaining Units Human Resources

