

Date: 14 November 2016

To: Assessment Committee

From: Dr. Edward Pai, Dean, Institutional Effectiveness

Re: Annual Program Review/Unit Plan Completion and Validation Requirements for 2016-17

This memo outlines the completion requirements and validation process for the 2016-17 Unit Planning cycle. As approved by CPC last year, the following modules are required (by January 2017):

- * All Clusters:
 - * Update all previous plans/modules
 - * SLO Activity
 - * SEMP Implementation (optional for Academic units)
- * Academic/Instructional Units
 - * Curriculum
 - * Completion for each discipline
 - * Completion for each award (degrees and certificates)
 - * CTE Units:
 - * Completion: Licensure Passage rates
 - * Completion: Gainful Employment

For the Awards and Course Completion modules, each Division is should completed one module for each discipline and award offered by the Division, as follows:

Division	Discipline Count	Awards					Total Awards
		AA	AAT	AS	AST	C	
Business	9	1		10		10	21
Communications	7		1				1
Coop-Ed	1						
Health Sciences	2			2			2
Humanities & Fine Arts	12	2	2	1		9	14
Institutional Effectiveness							
Kinesiology, Health & Wellness	8	1	1				2
Library	1						
Mathematics & Technology	8			9	1	5	15
Non-Cred	4						
Pace	1						
Science, Family & Consumer Studies	15			4	2	2	8
Social & Behavioral Sciences	13	8	2	2		2	14
Grand Total	81	12	6	28	3	28	77

Validation Procedure:

Deans/Program Managers will:

- 1) Verify that all modules have been completed:
 - a) All modules in the required module list (above) should be submitted
 - b) One Completion module for each Discipline and Award (counts listed in above table)
- 2) For each module where there is a standard or other requirement (Completion, Curriculum and SLO Activity), if the unit does not meet the standard or requirement, a unit plan must be submitted, including the following information:
 - a) Activities articulated
 - b) Scheduled Completion specified
 - c) Current Status provided
 - d) Person Responsible assigned
 - e) Resources Required identified

Cluster Plans and College Priorities:

Once Annual Program Review/Unit Plans have been validated, they form the Cluster's and College's Annual Plan. These are the plans that qualify for the resource allocation process and which individual Clusters will prioritize.

The College Planning Council's responsibility is to review how well the College is addressing the Strategic Educational Master Plan (SEMP) by reviewing summaries of all Unit Plans by SEMP Goal and Objective. From this review, CPC will identify Goals and Objectives from the SEMP that are priorities for the College. These priorities will be used to guide resource allocation decisions.