Office of Institutional Effectiveness Memo

Date: 9 October 2017

To: College Planning Council
From: Office of Institutional Effectiveness

Re: Recommendation for Fall 2017 Annual Unit Planning Timeline and Completion Requirements for Closing the 2014-17 SEMP Cycle

Program Review/Unit Plan Completion and Resource Request Timeline for 2017-18

FALL 2017		
SEPTEMBER	• Review and renew college mission	
OCTOBER	• Begin APR/CPR update process	Opens October 23
NOVEMBER	• Update and close-off 2015-16 and 2016-17 plans. Indicate appropriate final status (proposed final status: completed, discontinued, renew). • Create resource request for 2017-18 based on existing plan (TBD). • Begin 2014-17 SEMP evaluation process o Workgroup convenes to begin renewal	All updates and resource requests are due by November 30
DECEMBER	• Process resource requests (TBD) • Close and evaluate 2014-17 SEMP • Validate plans	Cluster plans are assembled by December 8

WINTER/SPRING 2018		
JANUARY	• Renew SEMP • Continue process of resource requests (TBD) • Create College Plan of prioritized resource requests	Cluster prioritizations of resource requests for 2017-18 are due by January 30

FEBRUARY	• AS/CPC Approves renewed SEMP
	   o Task Group recommendation 2/12
	   o CPC Discussion and Approval 2/26
	   o Incorporate renewed SEMP into revised program review process
	• Begin ISLO Evaluation process
	• Close SLO-based Unit Plans	

MARCH	• Create new plans (Annual Program Review) for upcoming academic year 2018-2019
	  o Includes legislative data review requirements
	  o Includes revised SEMP measures
		3/1/18 to 3/28/18
		(Non-Inst Day – 3/29/18; Holiday – 3/30/18)

APRIL	• Validation process (see Validation Requirements for 2017-18 below) and Cluster Plans/Prioritization process • Finalize ISLO Evaluation • Recommendations for revision and renewal to AS, CPC	4/9/18 to 4/30/18 (Spring Break – 4/1/18 to 4/6/18)
MAY	• Process resource requests (TBD)	5/1/18 to 5/25/18 (Holiday – 5/28/18; Finals – 5/29/18 – 6/4/18)

Fall 2017 Unit Plan Completion Procedure:

For Fall 2017, participating units will close out all previous plans created during the 2015-16 and 2016-17 Program Review/Unit Planning processes. Plans created through the SLO assessments or the 2016-17 Comprehensive Program Review process are not included in this update.

Beginning October 23, to close out previous plans, units will update plans with the final completion status:

- Those plans which are 100% complete should be marked as such. The final status will be "Completed."
- Those plans which will be continued in the next cycle should be marked "Advance to next cycle."
- Plans which are not 100% complete should be marked "Discontinued."

Those plans which are not updated will have the following final status assigned:

- Plans which have no status attached will be assigned the value of "Abandoned" for the final status.
- Plans which are not 100% complete will be assigned the value of "Incomplete" for the final status.

Fall 2017 Resource Request Process:

For Fall 2017, participating units will have the opportunity to request resources for plans based on program review data. If a unit will be requesting resources for the 2017-18 academic year, the following is required:

- All previous unit plans must be updated with the status "Completed, "Advanced to next cycle" or "Discontinued".
- The unit will create a resource request based on one of the existing Program Review modules. This unit plan will include an analysis of the appropriate data for the module, answer "Yes" to the "Resources Required" section of the unit plan and provide the requested budget information. The resource request should identify:
  - Appropriate SEMP alignment (used in prioritization process)
  - Activities articulated
  - Scheduled Completion specified
  - Current Status provided
  - Person Responsible assigned
  - Resources Required identified
- All plans should be updated and resource requests completed **by November 30, 2017.**

Cluster Plans and College Priorities:

The unit plan prioritization and resource allocation processes will follow the specifications outlined in existing college planning documents. These specifications are generally:

1. 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.
2. Plans which require resources will be further prioritized by each Cluster and forwarded to the CPC for final prioritization and allocation decisions.
3. 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.