

Date: 16 October 2018

To: Assessment Committee

From: Dr. Edward Pai, Dean
Office of Institutional Effectiveness

Re: Proposed Timeline for 2018-19 Assessment and Program Review/Unit Planning Process

Fall 2018	
SEPTEMBER	<ul style="list-style-type: none"> Review and renew college SEMP (done) Conduct ISLO evaluation (in process)
OCTOBER	<ul style="list-style-type: none"> Assessment Committee begins APR/CPR update process based on new SEMP Assessment Committee discusses ISLO evaluation, recommends process for renewal
NOVEMBER	<ul style="list-style-type: none"> Assessment Committee working group proposes revised APR/CPR process Assessment Committee reviews and approves revised APR/CPR process Assessment Committee conducts ISLO renewal process
DECEMBER	<ul style="list-style-type: none"> Assessment Committee recommends revised ISLOs Academic Senate reviews and approves APR/CPR process CPC reviews and approves APR/CPR process

Spring 2019	
JANUARY	<ul style="list-style-type: none"> CTE Training begins CPR Training begins APR Training begins
FEBRUARY	<ul style="list-style-type: none"> AS/CPC approves revised ISLOs Units complete revised 2018-19 APR/CPR process
MARCH	<ul style="list-style-type: none"> SLO Assessment Cycle 4 begins Create new plans (Annual Program Review) for upcoming academic year 2019-20 <ul style="list-style-type: none"> Includes legislative data review requirements Includes revised SEMP measures
APRIL	<ul style="list-style-type: none"> Validation process (see Validation Requirements below) and Cluster Plans/Prioritization process
MAY	<ul style="list-style-type: none"> Process resource requests (TBD)
JUNE	<ul style="list-style-type: none"> 2018-19 Annual SLO Assessment cycle closes

Annual Program Review Completion Requirements

As recommended by the Assessment Committee, the APR/UP process will establish the same requirements as for previous years. The following modules will be required:

- * All Clusters:
 - * SLO Activity (for each discipline for Academic units)
 - * SEMP Implementation (optional for Academic units)
 - * Faculty Position Request module for each position that was requested in the FHPC process

- * Academic/Instructional Units
 - * Curriculum for each discipline
 - * Completion for each discipline (Institution-Set Standard)
 - * Completion for each award (list of degrees, certificates of achievement, skills certificates from 2017-18) (Institution-Set Standard)
 - * CTE Units:
 - * Completion: Licensure Passage rates (Institution-Set Standard)
 - * Completion: Gainful Employment (Institution-Set Standard)

For the Awards and Course Completion modules, each Division will complete one module for each discipline and award offered by the Division, as follows (based on 2017-18 information and subject to change):

Division	Discipline		Awards					Total Awards
	Count	AA	AAT	AS	AST	C	CS	
Academic Affairs	1							
Business	10	1		11	1	9	25	47
Communications	10		1				2	3
Community Services	2							
Counseling Academic Personal Development	1							
Health Sciences	3			2		2	1	5
Honors Transfer Program								
Humanities & Fine Arts	14	4	4	1		9	14	32
Institutional Effectiveness								
Kinesiology, Health & Wellness	6	2	1			1	1	5
Mathematics & Technology	9			10	2	4	5	21
PACE								
Science, Family & Consumer Studies	15			3	1	2	2	8
Social & Behavioral Sciences	11	4	2	2	1	2		11
Grand Total	82	11	8	29	5	29	50	132

2019-20 Annual Program Review / Unit Plan Completion Procedure:

For Spring 2019, the Annual Program Review/Unit Planning process will open **March 2019**.

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 an Institution Set 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

Spring 2019 Resource Request Process:

For Spring 2019, 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 2019-20 academic year, the following is required:

- The resource request is based on one of the modules completed (see above) and validated
- This unit plan will include an analysis of the appropriate data for the module and answer “Yes” to the “Resources Required” section of the unit plan
- The unit plan will provide the requested budget information for the request.
- All plans and resource requests should be completed **by April 2019**.

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.