

Date: 28 February 2018

To: College Planning Council
 From: Assessment Committee

Re: 2018-19 Annual Program Review/Unit Planning Requirements and Timeline

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 (degrees, certificates of achievement, skills certificates) (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 completed one module for each discipline and award offered by the Division, as follows:

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

2018-19 Annual Program Review / Unit Plan Completion Procedure:

For Spring 2018, the Annual Program Review/Unit Planning process will open **March 13, 2018**.

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 2018 Resource Request Process:

For Spring 2018, 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 2018-19 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 9, 2018**.

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.