

Date: 6 October 2016

To: Academic Affairs Deans, Division Chairs
 From: Dr. Edward Pai, Dean, Institutional Effectiveness

Re: 2015-16 Unit Plan Completion Requirements for Academic Affairs Units

This memo outlines the completion requirements and validation process for the 2015-16 Unit Planning cycle. As approved by CPC last year, the following modules are required (by October 15):

- Unit Plan Update (2014-15 or 2015-16)
- Awards Completion for each award (degree and certificate of achievement – see below)
- Course Completion for each discipline (see below)
- Curriculum
- SLO Activity

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:

- 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

Academic Affairs: 2015-16 Unit Plan Modules Submitted (as of September 14, 2016)

Division / Module	Modules Submitted
Business	31
2014-15 Unit Plan Update	1
Awards Completion	21
Course Completion	9
Communications	28
2014-15 Unit Plan Update	10
2015-16 Unit Plan Update	8
Course Completion	8
Curriculum	1
SLO Activity Summary	1
Health Sciences	10
2014-15 Unit Plan Update	1
2015-16 Unit Plan Update	1
Awards Completion	2
SEMP Implementation	6
Honors Transfer Program	5
2014-15 Unit Plan Update	1
2015-16 Unit Plan Update	3
SEMP Implementation	1
Humanities & Fine Arts	42
2014-15 Unit Plan Update	14
Awards Completion	14
Course Completion	12
Curriculum	1
SLO Activity Summary	1
Institutional Effectiveness	21
2014-15 Unit Plan Update	1
2015-16 Unit Plan Update	1
SEMP Implementation	19
Kinesiology, Health & Wellness	21
2014-15 Unit Plan Update	2
2015-16 Unit Plan Update	6
Awards Completion	2
Course Completion	8
Curriculum	1
SLO Activity Summary	2

Division / Module	Modules Submitted
Library	4
2015-16 Unit Plan Update	1
Awards Completion	1
Course Completion	1
SEMP Implementation	1
Mathematics & Technology	21
2014-15 Unit Plan Update	2
2015-16 Unit Plan Update	1
Awards Completion	8
Course Completion	7
Curriculum	1
SLO Activity Summary	1
Transfer Completion	1
Science, Family & Consumer Studies	34
2014-15 Unit Plan Update	4
2015-16 Unit Plan Update	2
Awards Completion	7
Course Completion	15
Curriculum	2
SLO Activity Summary	2
Transfer Completion	2
Social & Behavioral Sciences	30
2014-15 Unit Plan Update	3
2015-16 Unit Plan Update	5
Awards Completion	11
Course Completion	10
Curriculum	1