

## Unit Planning Retreat Agenda

### Goals for the Day

- Understand revised Unit Planning Process and Requirements
- Review Unit Planning data review elements (Institution-set Standards – formerly Program Review 2.0)
- Work with HAPS (online Unit Planning system)
- Discuss and define processes to use Unit Planning Results

### Overview – Why Revise the Unit Planning Process

- Close previous planning cycle by updating existing plans
- Expanding Current Unit Planning Process to include “Program Review” elements
  - Focus planning on the college mission and SEMP
  - Implement Institution-set Standard and other legislative or regulatory requirements
- Use results of data review to create improvement actions

### Harbor’s Assessment-based Planning System (HAPS) Overview

- Assessment Activities are the basis of Unit Planning
  - Assessment of Student Achievement (SEMP Measures)
  - Assessment of Student Learning (SLO/SAOs)
  - Both activities generate Improvement Actions
- Improvement Activities collectively form the Unit’s Plan

### Creating the Unit Plan

- Signing in to HAPS
- Start a module
- Filling in the form
- Retrieving an existing module
- 2015-16 Unit Planning requirements

### Lunch

### Using Unit Plans

- Track progress on required activities (updates due throughout the year)
- “Just in time” planning – planning is continuous and as needed

### Validation Processes

- Chairs validation of faculty responses (SLO and institution-set standards)
- Dean’s validation of unit’s work

### Resource Allocation Process

- Requirements & Timeline

### SEMP Evaluation

- Requirements & Timeline

### Recap: Preparing for the Accreditation Visit