



Streamlining the Program Review Process

September 5, 2018

Report and recommendations for the Planning & Budget Committee (PBC) from:

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Recommendations from FCMAT & IEPI Teams:

- Develop processes and procedures to ensure that decisions at all stages of budget development and updating, including resource allocations, are aligned with the results of institutional program review and the college's strategic plan. (FCMAT)
- Connect program review to institutional planning and decision-making. (FCMAT)
- Develop a college procedure that includes criteria for approving, creating and filling new permanent positions. (FCMAT)
- Improve employees' knowledge and skills related to planning and resource allocation integration (IEPI)

Last year, PBC adopted a new timeline for Program Review:

	Responsible party	Tasks to be completed no later than
September	PRIE	PRIE office provides standard data packets for all instructional programs
Oct - Nov	Program leads	Assess existing projects/program resources to determine new resource requests
Nov - Dec	Program leads	Submit preliminary resource requests to Dean/Administrator for review
Jan	Division Deans	Review requests and provide additional information if needed. Completed requests given to VPs for preliminary review by Jan 31
Feb 1- 15	VPs	Provide feedback and identify missing information to program leads by Feb 15
Feb 28	Program leads	Finalized program review and/or resource requests due in SPOL
Middle of March	Deans	Review and approve program review reports and planning objectives in SPOL and provide Dean's perspective on the vitality of the program on the Executive Summary page
Mid March	Budget office	Budget office will provide program review information and prioritization rubrics to Deans, Planning Councils, and PBC
End of March	Deans	Deans review and prioritize Division program review resource requests
End of April	Planning Councils	PC members review and approve program review reports in SPOL, provide feedback using the program review feedback form, and upload the completed form to the Document Repository on the Executive Summary page
End of April	Planning Councils	PC members review and prioritize Division resource requests
Early May	PBC	PBC members review and prioritize resource requests from Planning Councils; final list of prioritized resource requests is sent to President
May	College Cabinet	Cabinet members review prioritized requests and determine funding allocations
Middle of May	Vice Presidents	VPs approve program review reports and planning objectives
Middle of May	Program leads	Authors can view completed feedback in SPOL
End of May	Budget office	Program review resource requests are updated in SPOL to reflect funding decisions; notification sent to each department Program Review lead
End of June	Budget office	Program reviews and their feedback are published on the college website

Timeframe for program review process is different this year:

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CURRENT CHALLENGE

PROPOSED SOLUTION

SPOL is problematic

✓ Clean up SPOL (or use TracDat)

Program goals not driving process

✓ Set program goals first

Requests for people are handled separately from other resource requests

✓ Request all resources at the same time

Planning Councils lack the “whole picture”

✓ Provide more complete information to Planning Councils

PBC lacks “whole picture” when setting priorities

✓ Provide more complete information to Planning Councils

Budget not driven by PBC’s priorities

✓ Create budget based on PBC priorities

Programs don’t know if their requests got funded

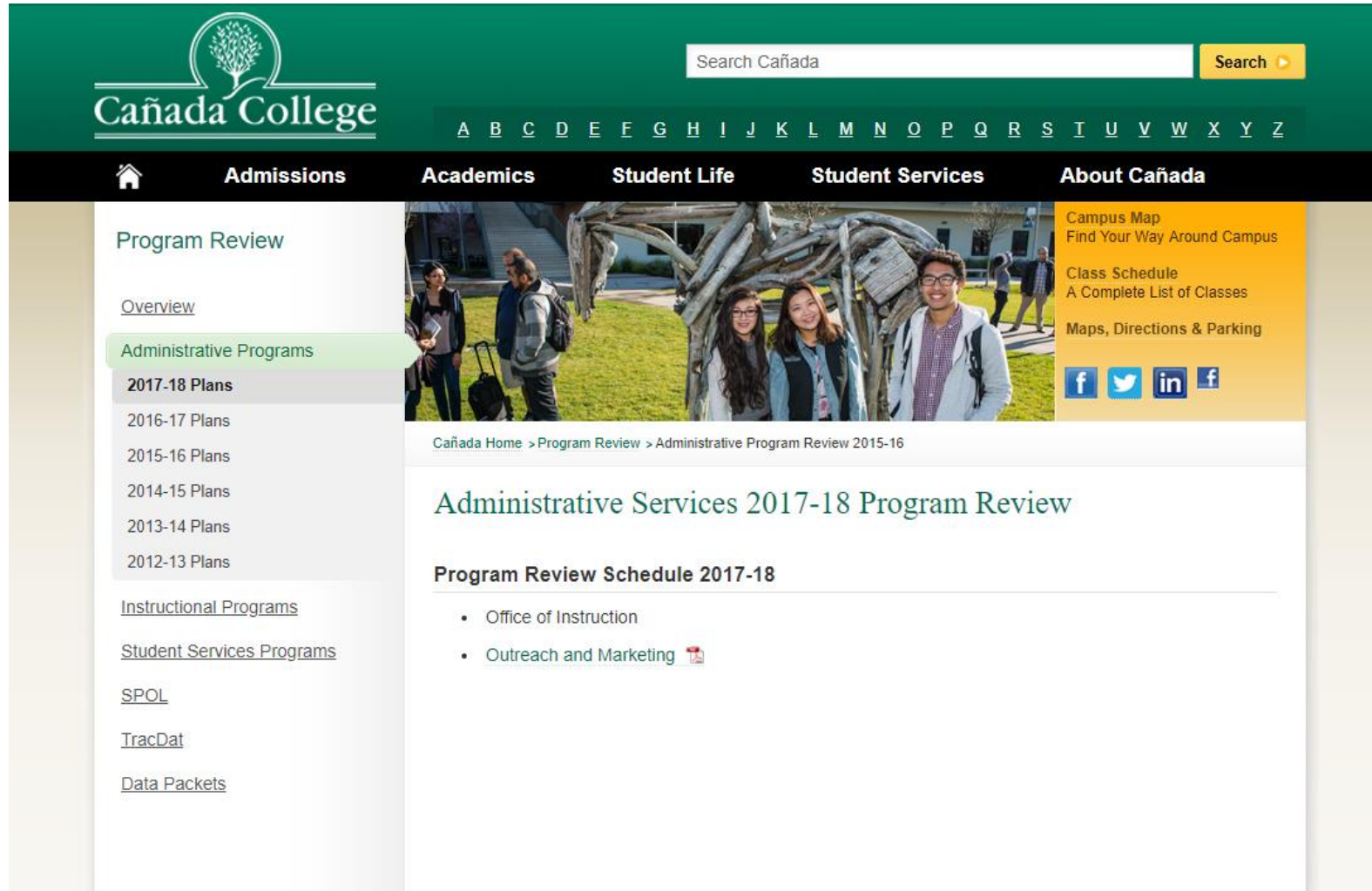
✓ Notify programs of funding in spring

Three Options:

1. Use existing SPOL platform “as is”
2. Clean up SPOL
3. Use TracDat

Demo SPOL clean-up and TracDat

Make all program reviews are visible to everyone:



The screenshot displays the Cañada College website interface. At the top, there is a green header with the college logo on the left, a search bar labeled "Search Cañada" in the center, and a "Search" button on the right. Below the header is a navigation menu with links for "Admissions", "Academics", "Student Life", "Student Services", and "About Cañada". A secondary navigation bar contains a home icon and the same menu items. The main content area is divided into a left sidebar and a main content column. The sidebar lists "Program Review" with sub-links for "Overview", "Administrative Programs" (highlighted), and "2017-18 Plans". Under "2017-18 Plans", there are links for "2016-17 Plans", "2015-16 Plans", "2014-15 Plans", "2013-14 Plans", and "2012-13 Plans". Further down, there are links for "Instructional Programs", "Student Services Programs", "SPOL", "TracDat", and "Data Packets". The main content column features a large photograph of students under a wooden archway. To the right of the photo is a yellow sidebar with links for "Campus Map", "Class Schedule", and "Maps, Directions & Parking", along with social media icons for Facebook, Twitter, and LinkedIn. Below the photo is a breadcrumb trail: "Cañada Home > Program Review > Administrative Program Review 2015-16". The main heading is "Administrative Services 2017-18 Program Review". Underneath, a section titled "Program Review Schedule 2017-18" contains a bulleted list: "Office of Instruction" and "Outreach and Marketing".

Cañada College

Search Cañada Search

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Program Review

Overview

Administrative Programs

2017-18 Plans

2016-17 Plans

2015-16 Plans

2014-15 Plans

2013-14 Plans

2012-13 Plans

Instructional Programs

Student Services Programs

SPOL

TracDat

Data Packets

Campus Map
Find Your Way Around Campus

Class Schedule
A Complete List of Classes

Maps, Directions & Parking

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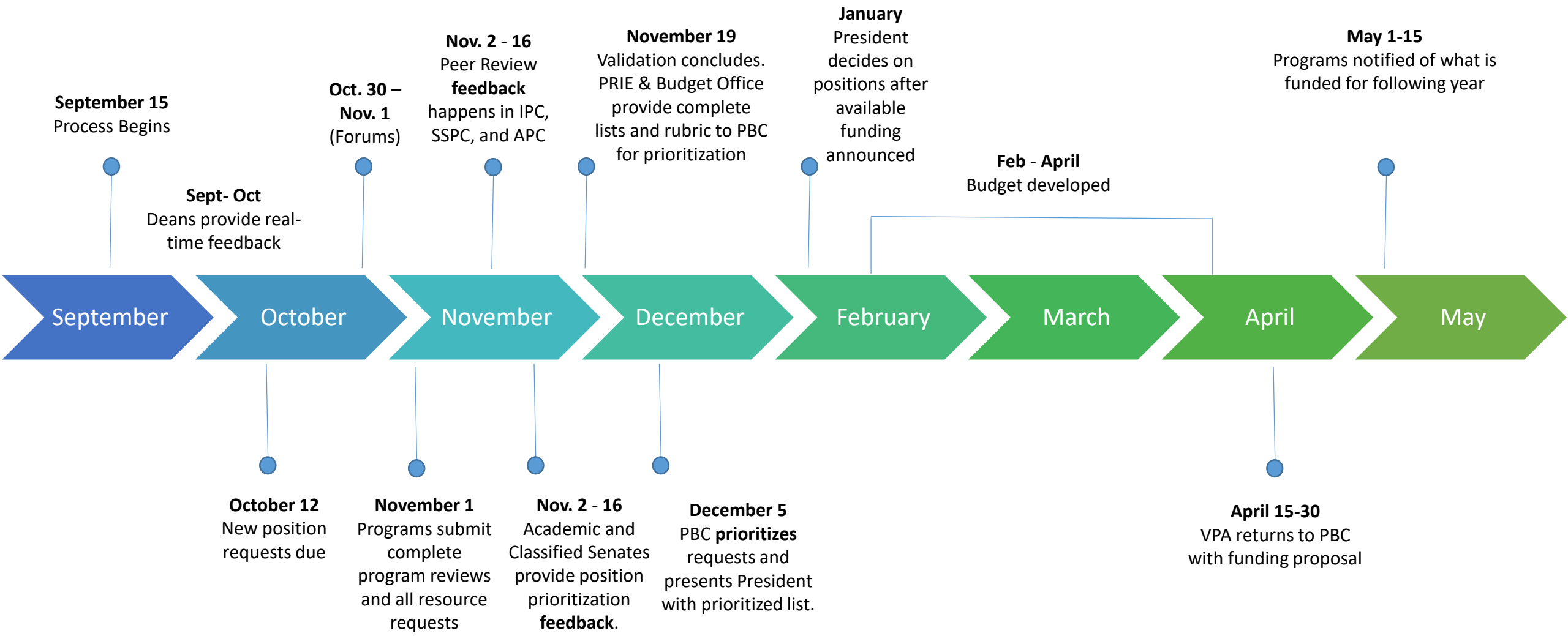
Cañada Home > Program Review > Administrative Program Review 2015-16

Administrative Services 2017-18 Program Review

Program Review Schedule 2017-18

- Office of Instruction
- Outreach and Marketing 📄

Timeline for this year:



Our recommendations

- Streamline process this year to ensure we meet new timeline and goals for program review process
- Conduct program review in TracDat this year
- Evaluate changes in spring and plan for an even better cycle and systems for 2018-19
- Provide lots of training and 1:1 assistance!