Inter-Level Planning Groups

These short-term task forces will be established by the College Planning Committee at the deans’ level for instructional program reviews and at comparable levels when determined by the appropriate vice-president in non-instructional areas. A separate group will be formed for PCC and will submit its report to the VP of Academic Affairs.

Inter-level Planning Group Charge:

1. Compile program and department accomplishments, SLO data, proposed projects and goals, and resource requests for all departments and program within the area based on department and program plans and reviews. This information will be forwarded to the appropriate Vice-President level task force.

2. Prioritize proposed projects and resource requests based on department and program plans and reviews, response forms from the Program Review Sub-Committee or Validation Teams, and feasibility reports from appropriate areas of the college such instructional technology or the grants office. This information will be forwarded to the appropriate Vice-President level task force.

3. For instructional areas, consider the base budget for the area and the resource and budget requests from departments and programs in order to reach budget decisions for the school and develop budget augmentation requests as needed.

4. At the conclusion of the process, communicate in writing to all departments in the appropriate area all decisions and priorities that have been reached and forwarded to the vice-president’s level.

5. Communicate to departments and programs within the area when requests or proposals are declined, postponed, or otherwise not included as priorities in the group report sent forward to the vice-president level, offering a rationale for the decision and, when appropriate, suggestions for improving the proposal or request.

Composition of Inter-level Groups for Instructional Areas:

1. The group will be organized and co-chaired by the area dean, who will be responsible for calling the first meeting and ensuring the progress of the group’s work.

2. One or two faculty members from each department within the area, depending on the department’s preference. These faculty members will be chosen by their own departments. Department head participation is encouraged but not
required, as the department head may designate a departmental point person for program planning and review. The departmental representatives to the groups will be responsible for carrying input from and reporting back to their departments regarding the discussions and decisions of the group.

3. The academic administrative assistant for the area, as well as any additional appropriate staff members as agreed upon by the school.

4. At the first meeting of the group, the departmental faculty members will select one of the faculty representatives present to serve as co-chair for the group. This selection may take place by consensus or by election during the meeting.

Composition of Inter-level Groups for Non-Instructional Areas:
To be determined by the appropriate vice-president and will include representatives for each of the functional areas included in the program review process.

Approved by the CPC on May 21, 2009

Composition of PCC Inter-level Group*:
1. The group will be organized and co-chaired by the AVP of PCC and by a faculty member appointed by the Academic Senate.

2. Five additional PCC faculty members, including a Counselor, a Librarian, an instructor who works in the Student Success Center, and an instructor from the School of Trades and Industrial Technology.

3. One representative from Facilities.

4. One representative from Instructional and Information Technology Services.

5. The Dean of Academic Services.

6. One representative from PCC Admissions and Records.

7. One representative from PCC Financial Aid.

8. Dean of Industrial Trades and Career Technologies

* The PCC Inter-level Group will answer the VP Level Prompts and submit its report to the VP of Academic Affairs.

Approved by the CPC on Sept. 3, 2009