

## **Annual Planning and Program Review Evaluation Cycle**

### **How often will the annual planning and program review evaluation occur?**

In alignment with the College's Strategic Plan cycle, the annual planning and program review evaluation will occur every six years. Since evaluations previously occurred on an annual cycle, the initial multi-year cycle has been extended to eight years in order to align with the College's upcoming Strategic Planning cycle.

### **When will the evaluation cycle commence?**

The evaluation cycle will begin with the 2020-2021 academic year. The first comprehensive evaluation in this cycle will occur in 2027-2028.

### **What will be included in the annual planning and program review evaluation?**

The evaluation will focus on the efficacy of all aspects of the annual planning and program review process including timelines, annual planning structure (i.e., department, school, Vice President planning structure and planning group purpose/functions), planning and program review templates, resource request prioritization processes, and Tableau dashboards utilized in planning and program review. These aspects will be evaluated for planning at the department, school, and Vice-President levels, as well as program review at the department level. Instructional program planning and review will be evaluated through the Department Plan/Program Review Subcommittee (see [Instructional Program Planning and Review Cycle](#)).

### **Why do we need a cycle of evaluation for our annual planning and program review processes?**

Updating processes on an annual basis does not allow for sufficient time to determine whether or not the current processes are effective. Furthermore, with constant changes on a yearly basis, there is potential for processes to become confusing and inefficient, as individuals are asked to relearn new processes each year. Accreditation standards also require regular review cycles for planning, program review, and resource allocation processes to ensure continuous quality improvement of these processes.

### **How will annual planning and program review be evaluated?**

Annual planning will be evaluated based on survey feedback from faculty, classified professionals, and managers who participate in department, school, and Vice President-level planning and department-level program review. This survey will be administered on an annual basis, with a comprehensive evaluation of the results during each evaluation period. Focus groups may also be included in the evaluation if it is determined that further qualitative data is needed to inform improvements.

### **Who will evaluate the annual planning and program review process?**

The evaluation will be conducted by Institutional Effectiveness. Institutional Effectiveness will compile and analyze the results of the evaluation, as well as identify recommendations for improvement based on results. These results and any recommended improvements will be shared with the College Planning Council for further discussion and feedback prior to any adjustments to the annual planning and program review process.

### **What updates can be made to the process or templates during the cycle?**

While the process will undergo a comprehensive evaluation in alignment with the Strategic Plan cycle, aspects of the process may be updated at any time during the cycle for the following reasons:

- Accreditation Standards, Title 5, and/or California Education Code were updated in ways that impact annual planning and program review
- Errors in spelling, grammar, and/or minor functionality issues were identified in the templates and/or Tableau dashboards

Approved by the College Planning Council on September 10, 2020