

SBCCD Planning and Program Review Processes
Planning, Program Review, and Accreditation
Editing the Progress on Goals, Objectives, and Actions

PREPARED BY KEITH WURTZ

INTERIM EXECUTIVE DIRECTOR, SBCCD OFFICE OF
INSTITUTIONAL EFFECTIVENESS, RESEARCH & PLANNING

Session Objectives

Review the connection between ACCJC standards and planning.

The ability to edit the progress made on prior goals, objectives, resource requests, and actions

ACCJC Program Review Standards

The goals and objectives in program review all have to do with student learning either indirectly or directly. The process of tracking the progress on the District's goals and objectives help to improve student learning and institutional effectiveness.

1. Standard I.B.5: The institution assesses accomplishment of its mission **through program review and evaluation of goals and objectives**, student learning outcomes, and **student achievement. Quantitative and qualitative data** are disaggregated for analysis by program type and mode of delivery.
2. Standard I.B.9: The institution **engages in continuous, broad based, systematic evaluation and planning**. The institution **integrates program review, planning, and resource allocation into a comprehensive process** that leads to accomplishment of its mission and improvement of **institutional effectiveness and academic quality**. Institutional planning addresses short- and long-range needs for educational programs and services and for **human, physical, technology, and financial resources**.

ACCJC Planning Standards

The process of planning in program review is the process of planning to refine and improve key processes. Continuously improving key processes is related to a consistent improvement to support the improvement of student learning and educational effectiveness.

1. Standard I.A.3: The institution's **programs and services are aligned with its mission**. The mission **guides institutional decision-making, planning, and resource allocation** and informs institutional goals for student learning and achievement.
2. Standard I.B.4: The institution **uses assessment data and organizes its institutional processes to support student learning and student achievement**.
3. Standard I.B.7: The institution **regularly evaluates its policies and practices** across all areas of the institution, including instructional programs, student and learning support services, **resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission**.
4. Standard I.B.8: The institution **broadly communicates the results of all of its assessment and evaluation activities** so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities.

Editing the Progress on Prior Goals when you have Created a Plan by Copy

1. Click on “Edit Plan
2. Click on “Lock plan for editing”
3. Click on “Edit Progress Report goals/objectives/resource requests/actions/activities for plan (Question #10)”
4. Work your way from top to bottom. Start by clicking on the first objective.
5. After clicking on the objective, update the status code. You can add narrative in the progress window but it is not required. Click save.
6. Click on the resource request. If an action was next, you would click on the action. Work from the top to the bottom.
7. If the request was funded choose “yes” and identify the funding source. If it wasn’t funded leave the “no” and click on “cancel”.
8. Click on the next action. Follow this process until you have updated the status on each objective, resource request and action.
9. Choose the status code. Updating the progress and measurements narrative is optional.
10. Have fun, it’s planning.

Step 1: Click on “Edit Plan”

Plans for CHC Institutional Effectiveness, Research & Planning

- [Create a New Annual Plan or Program Review](#)
- [Create Annual Plan or Program Review by Copy](#)
- **Name:** 2015 - 2016 Institutional Effectiveness, Research & Planning CHC Non-Instructional Annual Plan 2015-2016
Version: 13
Group: 2015 - 2016
Type: CHC Non-Instructional Annual Plan 2015-2016
Last Modified On: 12/22/2015 3:34:19 PM
Last Modified By: Keith Wurtz
State: Available for Editing
State By: Keith Wurtz
 - [Edit Plan](#)
 - [View Versions](#)
 - [View Objective Priority List](#)
 - [View Goal Priority List](#)
 - [Reports](#)
 - [View Plan](#)
 - [Submit Plan \(Draft\)](#)
 - [Submit Plan \(Finalized\)](#)
 - [Delete Plan](#)
 - In order to comment on this plan, it must be submitted and not locked.

Step 2: Click on “Lock plan for editing”

[Plans for CHC Institutional Effectiveness, Research & Planning](#) >> 2015 - 2016 Institutional Effectiveness, Research & Planning CHC Non-Instructional Annual Plan 2015-2016

This page is suitable for printing. Just use the print option in your browser or you can [print this page](#).

- [View Objective Priority List](#)
- [View Goal Priority List](#)
- [Lock plan for editing](#)
- [Submit Plan \(Draft\)](#)
- [Submit Plan \(Finalized\)](#)

Name : 2015 - 2016 Institutional Effectiveness, Research & Planning CHC Non-Instructional Annual Plan 2015-2016

Principal Preparer : Keith Wurtz

Progress Report Preparer : Keith Wurtz

Step 3: Click on “Edit Progress Report goals/objectives/resource requests/actions/activities for plan (Question #10)”

[Plans for District Institutional Effectiveness, Research, & Planning >> 2015 - 2016](#) |

District Program Review

This page is suitable for printing. Just use the print option in your browser or you can [print this page](#).

- [View Objective Priority List](#)
- [View Goal Priority List](#)
- [Submit Plan \(Draft\)](#)
- [Submit Plan \(Finalized\)](#)
- [Unlock plan](#)
- [Edit texts for plan](#)
- [Edit goals/objectives/resource requests/actions/activities for plan](#) (Question #9)
- [Edit Progress Report goals/objectives/resource requests/actions/activities for plan](#) (Question #10)
- [Attach Supporting Document\(s\) - Optional](#) (Question #12)

Name : 2015 - 2016 District Institutional Effectiveness, Research, & Planning District Program Review

Principal Preparer : Keith Wurtz

Progress Report Preparer : Keith Wurtz

Step 4: Work your way from top to bottom. Start by clicking on the first objective.

8. Progress on Prior Goals

Briefly summarize the progress your unit has made in meeting the goals and objectives identified in your last Four-Year Action Plan.

- 1 - Goal - Promote Student Success (Priority: 1)
 - 1.1 - Objective - Facilitate the continued development and streamlining of the outcomes assessment process by collecting, documenting, and analyzing institutional, program, and course level outcome data. (Priority: 1)
 - Resource Requests:
 - 1.1.r1 - [Fund Research Data Specialist](#)
 - Actions/Activities:
 - 1.1.a1 - [Hire a Research Data Specialist](#) (Status: PickOne)
 - 1.1.a2 - [Map program level outcomes to course outcomes](#) (Status: PickOne)
 - 1.1.a3 - [Map institutional outcomes to program and course outcomes](#) (Status: PickOne)
 - 1.1.a4 - [Develop comprehensive institutional, program, and course outcomes assessment schedule](#) (Status: PickOne)
 - 1.1.a5 - [Determine appropriate outcomes assessment management tool](#) (Status: PickOne)
 - 1.1.a6 - [Develop process for collecting and compiling all assessment data](#) (Status: PickOne)

Step 5: After clicking on the objective, update the status code. You can add narrative in the progress window but it is not required. Click save.

Editing Progress Report Objective


Objective :


Facilitate the continued development and streamlining of the outcomes assessment process by collecting, documenting, and analyzing institutional, program, and course level outcome data.

Priority Rank : 1

Original Start Date : 1/4/2010

Original End Date : 5/31/2015

* Revised Start Date : 


* Revised End Date : 

Responsible Person : Dean, OIERP

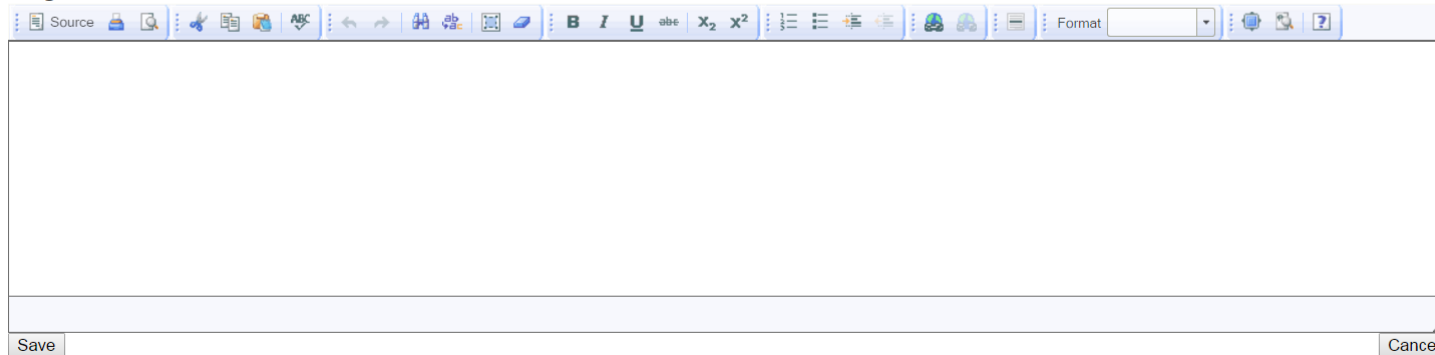
Strategic Direction : 3. Best Practices for Teaching and Learning

Institutional Learning Outcome : -- Pick One --

What is the anticipated impact level of achieving the objective? : Institutional

* Status Code : 

Progress :



Step 6: Click on the resource request. If an action was next, you would click on the action. Work from the top to the bottom.

8. Progress on Prior Goals

Briefly summarize the progress your unit has made in meeting the goals and objectives identified in your last I

- 1 - Goal - Promote Student Success (Priority: 1)
 - 1.1 - Objective - [Facilitate the continued development and streamlining of the outcomes assessment analyzing institutional, program, and course level outcome data.](#) (Priority: 1)
 - Resource Requests:
 - 1.1.r1 - [Fund Research Data Specialist](#)
 - Actions/Activities:
 - 1.1.a1 - [Hire a Research Data Specialist](#) (Status: PickOne)
 - 1.1.a2 - [Map program level outcomes to course outcomes](#) (Status: PickOne)
 - 1.1.a3 - [Map institutional outcomes to program and course outcomes](#) (Status: PickOne)

Step 7: If the request was funded choose “yes” and identify the funding source. If it wasn’t funded leave the “no” and click on “cancel”.

Progress Report Objective :

1.1 - Facilitate the continued development and streamlining of the outcomes assessment process by collecting, documenting, and analyzing institutional, program, and course level outcome data.

Name : Fund Research Data Specialist

Description :

Fund a Research Data Specialist position.

Rationale :

In order to promote student success, a Research Data Specialist position is needed to process and assist faculty with measuring and documenting outcomes assessments.

Resource Type : Ongoing

Expenditure Category : Personnel

* **Funded :** Yes No

* **FundingSource :**

First Year Cost : 33000.00

First Year Savings : 0.00

Second Year Cost : 70000.00

Second Year Savings : 0.00

Third Year Cost : 73000.00

Third Year Savings : 0.00

Fourth Year Cost : 0.00

Fourth Year Savings : 0.00

Save

Cancel

Step 8: Click on the next action. Follow this process until you have updated the status on each objective, resource request and action.

8. Progress on Prior Goals

Briefly summarize the progress your unit has made in meeting the goals and objectives identified in your last Fo

- 1 - Goal - Promote Student Success (Priority: 1)
 - 1.1 - Objective - [Facilitate the continued development and streamlining of the outcomes assessment analyzing institutional, program, and course level outcome data.](#) (Priority: 1)
 - Resource Requests:
 - 1.1.r1 - [Fund Research Data Specialist](#)
 - Actions/Activities:
 - [1.1.a1 - Hire a Research Data Specialist \(Status: PickOne\)](#)
 - 1.1.a2 - [Map program level outcomes to course outcomes](#) (Status: PickOne)
 - 1.1.a3 - [Map institutional outcomes to program and course outcomes](#) (Status: PickOne)

Step 9: Choose the status code. Updating the progress and measurements narrative is optional.

[Plans for CHC Institutional Effectiveness, Research & Planning >> 2015 - 2016 Institutional Effectiveness, Research & Planning CHC Non-Instructional Annual Plan 2015-2016 >> Progress Report Goals/Objectives/Actions/Activities](#)

Editing Activity

Name : Hire a Research Data Specialist

Start Date : 1/31/2014

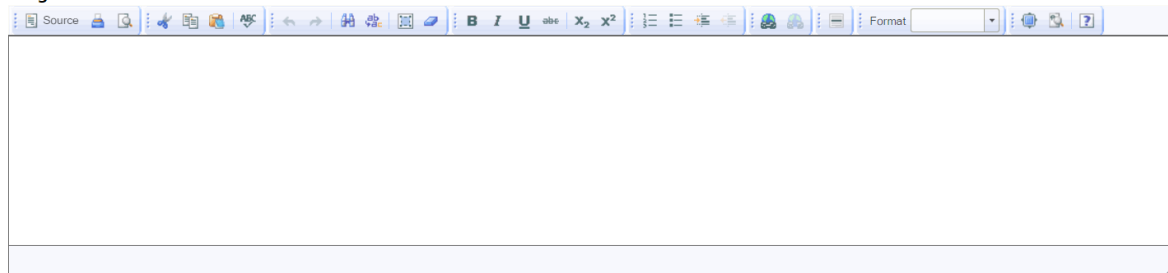
End Date : 6/30/2015

Responsible Person : Dean, OIERP

Description :

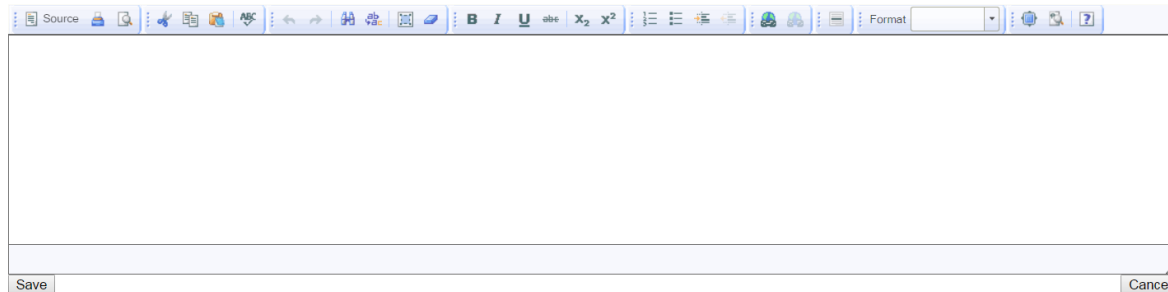
* **Status Code :**

Progress :



A rich text editor interface for the 'Progress' field. It features a toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, subscript, and superscript. Below the toolbar is a large, empty text area for entering progress details.

Measurements :



A rich text editor interface for the 'Measurements' field. It features a toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, subscript, and superscript. Below the toolbar is a large, empty text area for entering measurement details. At the bottom left is a 'Save' button and at the bottom right is a 'Cancel' button.

Step 10: Have fun, it's planning.

Future

***best way to change
future is to design it***

- M. Cobanli

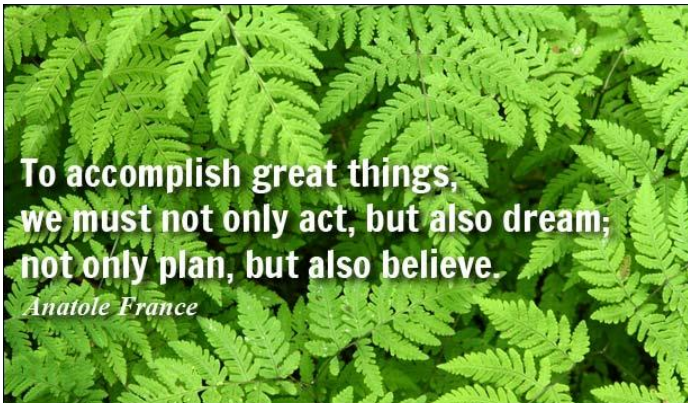
EMBRACE THE COMPETITION.

A' DESIGN AWARD
& COMPETITION

Planning is an unnatural process; it is much more fun to do something. The nicest thing about not planning is that failure comes as a complete surprise, rather than being preceded by a period of worry and depression.

(Sir John Harvey)

izquotes.com



**To accomplish great things,
we must not only act, but also dream;
not only plan, but also believe.**

Anatole France

BrainyQuote®

