



## SBCCD Services Offices Integrated Planning and Program Review Process for Prioritizing Objectives

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### Overview

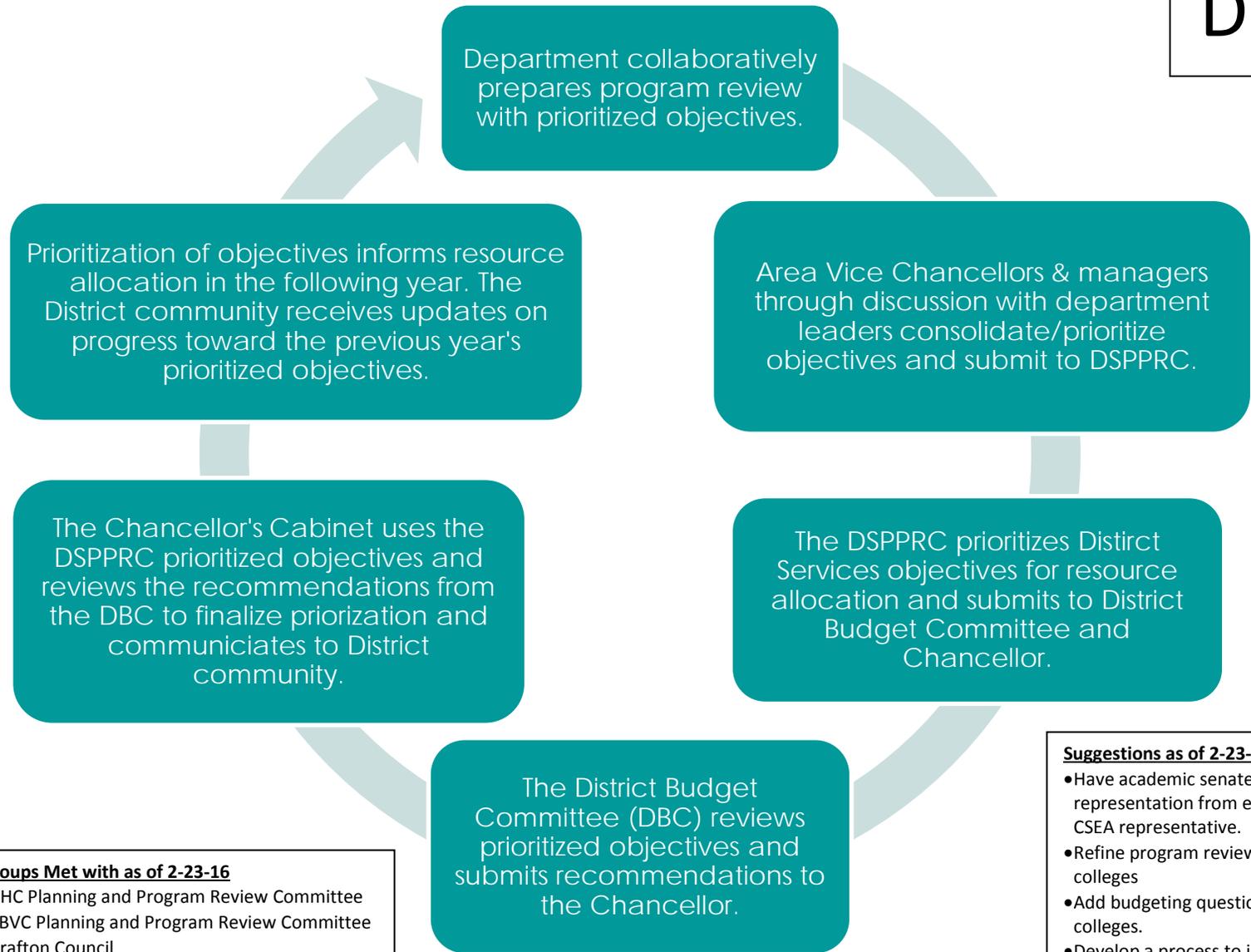
The fundamental purpose of ongoing integrated planning and program review is for continuous improvement of all San Bernardino Community College District (SBCCD) Services Offices. The SBCCD District Services Offices have developed a planning and program review prioritization of objectives process that is collaborative, meaningful, inclusive, transparent, and results in the continuous improvement of programs and services provided by the District Services Offices. Each year begins a new planning and program review cycle where every SBCCD district service prepares a program review document which includes the prioritization of identified goals and objectives. In addition, each objective includes actions, resources, rationale, costs, a timeline, and the person responsible for completing each objective and action. Moreover, each objective is mapped and aligned with the SBCCD Goals and identifies the level of impact that objective may have on the District. As illustrated in Figure 1, the process is cyclical and objectives that both include and do not include resources are prioritized at the department and division levels prior to reaching the Chancellor.

The District Services Planning and Program Review Committee (DSPPRC) receives prioritized objectives from District Police, EDCT, Fiscal Services, Human Resources, KVCR, and TESS. All objectives are prioritized through thorough group discussion and consensus of the DOPPRC. The following criteria is used to guide the recommendations of district priorities for resource allocation; impact on students, mandated activities related to facilities and safety, accreditation requirements, innovation, impact on quality and comprehensiveness of program, the vision, mission, and values of the district, the District Strategic Plan, service levels, and effective infrastructure.

Once the DOPPRC has completed the objective prioritization process, the Committee shares the recommendations with the District Budget Committee. The District Budget Committee can provide the Chancellor with recommended changes to the prioritization. The Chancellor, with advice from the Cabinet, reviews the objective priorities from the DOPPRC, and any recommendations from the District Budget Committee, and creates the final prioritized list of objectives. In addition, a rationale is also provided to the District community that explains any changes made by the Chancellor to the recommended prioritized list.

Figure 1: SBCCD Services Offices Planning and Program Review Process for Prioritizing Objectives.

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**Groups Met with as of 2-23-16**

- CHC Planning and Program Review Committee
- SBVC Planning and Program Review Committee
- Crafton Council
- SBVC Academic Senate

**Future Meetings**

- SBVC College Council - ?
- CHC Academic Senate - ?
- CHC Classified Senate – 2-25-16 at 2PM
- SBVC Classified Senate - ?

**Suggestions as of 2-23-16**

- Have academic senate, classified senate, and student senate representation from each college on committee. Include a CTA and CSEA representative.
- Refine program review question 7 on how each area services colleges
- Add budgeting question on how the resource request impacts colleges.
- Develop a process to include in District Services PPR where colleges can request District Services positions and resources.
- Develop a process for emergency requests.
- Ensure that PPR questions on resource requests include a needs assessment and impact analysis.
- Overlap between District plans and District services program review (Objectives are mapped to DSP).