

**San Bernardino Community College District  
District Operations Program Review and Planning Workshop  
Agenda**

November 20, 2009  
1:30-4:30 pm  
ATTC118

- I. Welcome and Introductions
- II. Purposes of District Program Review and Planning
- III. Recommended Contents of Program Review Documents
- IV. Process for the Initial Cycle
  - A. Structure
  - B. Projected Timeline
  - C. Tools: Word template, then Planning Plus
- V. Mission Statements
  - A. Core Purpose
  - B. Core Business
  - C. Mission
- VI. Breakout and Report: Developing Your Unit Mission Statement
- VII. Measuring Unit Effectiveness: Effectiveness Measurement Guidelines and Examples
- VIII. Breakout and Report: Developing Essential Unit Effectiveness Measures
  - A. At least one should gauge effectiveness in responding to the Colleges' needs.
  - B. At least one should set a baseline or gauge progress on a well-defined outcome.
- IX. Wrap-Up

There will be two 10-minute breaks.