This Month's Topic: Planning and Program Review

This volume focuses on discussing the planning and program review (PPR) process at Crafton Hills College. This Did You Know will cover what Planning and Program Review is, why it is important, and links to additional information regarding the Planning and Program Review process.

What is Planning and Program Review?

Planning and program review refers to the process by which departments and areas of the college (Instruction, Student Services, Administrative Services, and the President's Area) reflect on their mission, long term goals, and evidence gathered in support of their mission/goals. The process also serves as a vehicle by which departments/program units can request and secure additional resources to better meet their mission and goals. In this way, the program review process is designed to help departments and program units enhance what they do for students and the college.
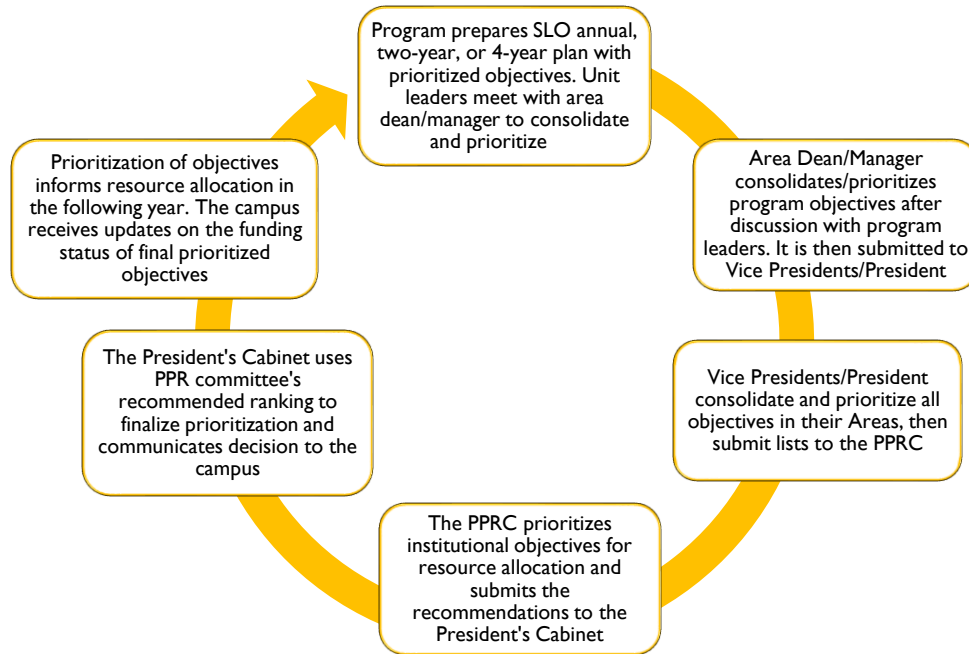
The planning and program review document asks each area to discuss the following:

- The mission of each unit and how it aligns with the college's mission
- Description of program and whom you serve (student service areas) or any activities provided outside of instruction (for instructional programs)
- External factors that have a significant impact on program
- Summarizing outcome data and discuss what improvements could be made based on the results of the outcomes data
- Unit's performance on institutional quantitative effectiveness indicators
- Evaluation of area – what is going well or not going well and why
- Vision for the area and where you would like the program to be four years from now
- Progress on goals set in previous PPR documents
- The setting of a four-year Action Plan (setting of goals, objectives, resource requests, and activities)

Why is Planning and Program Review Important?

The PPR process allows each area to reflect on their success, areas for improvement, goals moving forward, and the resources needed to operate more efficiently. When these documents are submitted and reviewed by the PPR committee, they are used in order to inform the construction of a roll-up plan for each area. These plans are then reviewed by the PPR committee and which inform the objectives and resource requests that the college prioritizes as shown by the diagram below:

Figure 1: Planning and Program Review Process for Prioritizing Objectives

Program prepares SLO annual, two-year, or 4-year plan with prioritized objectives. Unit leaders meet with area dean/manager to consolidate and prioritize

Area Dean/Manager consolidates/prioritizes program objectives after discussion with program leaders. It is then submitted to Vice Presidents/President

Vice Presidents/President consolidate and prioritize all objectives in their Areas, then submit lists to the PPRC

The PPRC prioritizes institutional objectives for resource allocation and submits the recommendations to the President's Cabinet

The President's Cabinet uses PPR committee's recommended ranking to finalize prioritization and communicates decision to the campus

Prioritization of objectives informs resource allocation in the following year. The campus receives updates on the funding status of final prioritized objectives

These prioritized objectives are then communicated out to the campus and inform how resources are allocated to the different areas on campus. By participating in this process, each area has the opportunity to make their needs known and to assess how they are progressing on the goals set in previous PPRs going forward.

Additional Resources

In order to learn more abou the PPR process, you can visit the PPR Resources page which contains links to the following items:

- PPR Handbook: A helpful guide to the overview of the process which is revised each year by the PPR committee
- PPR Schedule: A schedule that shows which areas are due for a full four-year plan, an annual plan (done every two years), or an SLO update (done in years when a unit is not due for a full four-year plan or an annual plan).
- PPR Timeline: The timeline of programs that are due for a full four-year program review plan for the academic year.
- Exemplary Program Reviews: These are program reviews done by different areas in previous years that were identified to be great examples to emulate.

If you have any questions regarding the PPR process, please feel free to reach out to the Giovanni Sosa, Dean of the Office of Institutional Effectiveness, Research, & Planning at gsosa@craftonhills.edu

For questions regarding this Did You Know, please contact Artour Aslanian, Senior Research & Planning Analyst, at aaslanian@craftonhills.edu or ext. 3331.