

Process Improvements for Sustaining Integrated Planning, Program Review, and Resource Allocation

Area	Issue	Plans for Improvement
Planning	Redundant requests from program review and from plans; administrative programs uncertain about which track through which to request resources	Integrate two resource request tracks into one track through program review, making certain that plan action items are assigned to specific programs
Program Review	The 2010-2011 resource request form did not originally include some data required by IHAC and CHAC, requiring supplemental forms to be completed	Include IHAC, SSHAC, and CHAC questions in resource request form (to be left blank for non-personnel requests); ask Senate to revise IHAC criteria to fit better with program review data and resource request forms
Program Review	The 2010-2011 timeline for program review was not aligned with the timeline for IHAC	Synchronize timelines and due dates for program review and hiring allocation committees so there is one deadline for all resource requests
Resource Allocation	Grant funding is not considered as a source of funding in the resource allocation process	Integrate grant applications in the resource request process, including Foundation grants
Resource Allocation	Programs submitting resource requests were not aware of the criteria used to validate the requests	Improve training for program review/resource allocation to include validation criteria; also include more details about how to fill out resource requests (e.g., one resource request per form); establish written rubrics for validation criteria
Resource Allocation	Some funding processes (categoricals) have their own prioritizing committees/departments and are not included in the overall resource request process	Integrate categoricals consistently into resource request process
Resource Allocation	Some resource requests, such as requests for additional FTEF and requests for released time/stipends, did not fit the original specified categories	Decide how to validate and prioritize all categories of requests
Resource Allocation	Validation for some resource requests was difficult because some valid requests did not fit the predetermined criteria	Take these into account on the resource request validation form: health and safety, accreditation recommendations and standards, legal mandates, collective bargaining, whether the request is one-time or ongoing, whether this is a repeat request from a previous year, how many times it has been requested, whether it is necessary for maintaining college operations
Planning	The Educational Master Plan does not include everything that is valued by the college	Consider revisions of the Educational Master Plan