

## **Proposal for Revised Plan Review Process for Better Alignment with Program Review**

### *Current System:*

- Progress toward plan goals is reviewed by end of Spring semester for all college plans
- There is no explicit relationship between plan review and resource requests based on plans

### *Proposed System:*

- Progress toward plan goals in the previous year are reviewed during the Fall semester for all college plans
- Resource requests from plans are submitted by the end of Fall based on the assessment of progress
- Plan review is conducted in parallel with program review: Administrators and committees in charge of plans fill out a plan review document during the fall that includes both the self-assessment of progress and the resource requests for the next fiscal year
- This will tie resource allocation more strongly to plan assessment because resource requests will be submitted at the same time as the assessment of progress for each plan

*Proposed Plan Review Document:***Section 1. Progress Toward Goals**

Instructions: List each plan goal, strategy, and/or action item and give an update on its progress.

Recommended format for reporting:

| Goal | Action Items | Completed | In Progress | Not Completed | Needs Revision | Comments |
|------|--------------|-----------|-------------|---------------|----------------|----------|
|      |              |           |             |               |                |          |
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**Section 2. Resource Requests**

Complete a resource request form for each item or group of related items needed to meet the goals of the plan.

1. Plan Name:

2. Describe the resource request.

3. Identify the plan goal, strategy, or action item that this resource request addresses.

4. Identify any EMP goals, institutional core competencies, or student learning outcomes that this resource request addresses.

5. What measurable outcome will result from filling this resource request?

6. What resources are needed to fill this request?

| Type of Resource | Amount Requested | Description/ Details | Justification |
|------------------|------------------|----------------------|---------------|
| Personnel        |                  |                      |               |
| Facilities       |                  |                      |               |
| Equipment        |                  |                      |               |
| Supplies         |                  |                      |               |
| Software         |                  |                      |               |
| Training         |                  |                      |               |
| Other            |                  |                      |               |
| Total            |                  |                      |               |