

Proposal for Revised Plan Review Process for 2011-2012

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

Some departments are guided by plans, but they also go through program review. In 2010-2011, this led to some confusion and duplication of effort. The Institutional Planning Coordination Committee (IPCC) recommends the following division for plan review and program review.

Most departments with plans go through Program Review. The plan is considered the department's program plan in the Program Review document. The Plan Review track is primarily for plans that cross departments. A single Program Review cannot cover these plans, so they must conduct Plan Review.

Department	Plan	Track
Instructional Programs	Program Plans	Program Review
Student Services Programs	Program Plans	Program Review
Administrative Services	Program Plans	Program Review
Facilities	Scheduled Maintenance Plan	Program Review
Human Resources	Human Resources Plan	Program Review
Information Technology	Technology Master Plan	Program Review
Library	Library & Learning Resources Plan	Program Review
	Educational Master Plan	Plan Review
	Credit Matriculation	Plan Review
	Noncredit Matriculation	Plan Review
	Student Equity Plan	Plan Review
Facilities	Facilities Master Plan	Plan Review
Student Services	Student Services Master Plan	Plan Review
Administrative Services	Emergency Operations Plan	
Administrative Services	Health & Safety Plan	
Human Resources	Staff Development	

*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

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			