## How Program Reviews Are Evaluated for Validation —

The validation team evaluates responses to all questions and pays special attention to the department's responses to the sections on learning outcomes and department data (i.e. Enrollment, Success, & Achievement section for instructional departments or Department Data section for student services or administrative services departments):

- 1. **DATA-DRIVEN PLANS & ACTIONS.** Is the department striving for continuous improvement by implementing action items that clearly follow from the data and evidence?
- 2. **QUALITY OF THE RESPONSE.** Does the response have a clear and well-reasoned connection to the data and evidence?

If yes to both, the program review receives validation and the resource requests are forwarded to the next phase (see charts below).

How Resource Requests Are Evaluated, Ranked, & Decided Upon -

### Non-Personnel Resource Requests

#### **EVALUATION**

#### Validation Team

Is the request justified by the dept's data, evidence, and action item for improvement?

Does the request support college mission, master plan, annual college goals, and annual instructional priorities?

### **PRIORITIZATION**

## Student Affairs, Admin Affairs, Academic Affairs

Ranks requests with consideration of its support for college mission, master plan, annual college goals, and annual instructional priorities.

### **FINAL DECISION**

The prioritization rankings for non-personnel requests are then given to the Expanded Budget Committee. Members score each item on scale from 1 to 10 and then the average score for each item is multiplied by a factor that gives greater weight to items that were ranked in the top third by the prioritization committee. Requests are examined while considering college priorities, the available budget, and available funding sources. The Expanded Budget Committee gives its recommendations to the president who makes the final decisions.

### Personnel Resource Requests

### **EVALUATION**

## SSHAC CHAC IHAC MHAC REORG

Evaluates request using criteria specified in the manuals for these committees (download at Program Review website).

### **PRIORITIZATION**

# SSHAC CHAC IHAC Cabinet

Ranks request using criteria specified in their manual (download at Program Review website).

### **FINAL DECISION**

After consideration of the HAC/Cabinet rankings, the following provide their recommendations to the president, who makes the final decision:

ExecVP of Admin Affairs & President recommendations on CHAC
VP of Student Services recommendations on SSHAC
VP of Instruction recommendations on IHAC
Cabinet recommendations on MHAC and Reorg