

Updating PPR Question 10: Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

- NOTE: Beginning in Fall 2024, all 4 year plans prior-year goals, objectives, and resource requests will not be copied over to the current-year plan. Writers are required to manually enter goals, objectives, and any applicable resource requests.**

1. Login to the [Planning and Program Review Tool](#)

The screenshot shows the login page for the Planning & Program Review (WebForms) tool. The page has a blue header with the title "Planning & Program Review (WebForms)" and a "[Log On]" link in the top right corner. Below the header is a "Home" button. The main content area is titled "Log On" and contains the instruction "Please enter your username and password." Underneath, there is a form titled "Account Information" with fields for "User name" (containing "rzuniga") and "Password" (masked with dots). There is also a "Remember me?" checkbox and a "Log On" button. At the bottom of the form area, it says "SBCCD © Copyright 2024".

2. Find and click on your Program/Area

The screenshot shows the "Entities" page in the Planning & Program Review (WebForms) tool. The page has a blue header with the title "Planning & Program Review (WebForms)" and a "Welcome rzuniga! [Log Off]" message in the top right corner. Below the header is a navigation bar with buttons for "Home", "Account Info", "Entities", "Roles", "Plan Types", and "Plan Groups". The main content area is titled "Entities" and contains the sub-section "Direct Management Entities". Below this, it says "You have Direct Management Rights to the following Entities. This means you can:" followed by a list of actions and a list of entities. The actions are: 1. Create New Plans, 2. Lock a plan so you can edit it, 3. Unlock a plan that you or another has locked, 4. Edit plans you have locked, 5. Submit completed plans, 6. Re-open plans. The entities list includes: Accreditation_OEE, Administrative_Services_Area, Administrative_Services_Area_(CBO,_Communications,_Facilities_Use), Admissions / Records, Allied_Health / Respiratory_Care, Allied_Health_Services, American_Sign_Language, Anatomy--Archive, Anthropology, Art, Athletics_Program_(Incl._Aquatics), Biological_Science_and_Physical_Science, Biological_Sciences, Business_Administration / Accounting / Marketing, Business_Economics_and_Information_Sciences, Cafeteria, CalWORKs, Campus_Store, and Career_Center.

3. Before beginning the editing process, ensure that you have copied the current year's plan. You can verify this by the "Type" plan and year (highlighted below). If you have already copied it, select EDIT PLAN.

- If you have not copied over your current year plan, please refer to the "[Copying PPR Plan in Tool](#)" PDF located on our [PPR Webpage](#).

• **Name:** 2024-2025 Theatre Arts CHC Instructional Program Review 2024-2025

Version: 3

Group: 2024-2025

Type: CHC Instructional Program Review 2024-2025

Last Modified On: 8/2/2024 1:54:05 PM

Last Modified By: Giovanni Sosa

State: Available for Editing

State By: Giovanni Sosa

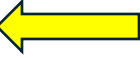
- [Edit Plan](#)
- [View Versions](#)
- [View Objective Priority List](#)
- [View Goal Priority List](#)
- [Reports](#)
- [View Plan](#)
- [Submit Plan \(Draft\)](#)
- [Submit Plan \(Finalized\)](#)
- [Delete Plan](#)
- In order to comment on this plan, it must be submitted and not locked.

4. Select “Lock the Plan so only I can Edit the Plan”.

[Plans for Theatre Arts](#) >> 2024-2025 Theatre Arts CHC Instructional Program Review 2024-2025

This page is suitable for printing. Just use the print option in your browser or you can [print this page](#).

- [View Objective Priority List](#)
- [View Goal Priority List](#)
- [Lock the Plan so only I can Edit the Plan](#)
- [Submit Plan \(Draft\)](#)
- [Submit Plan \(Finalized\)](#)



Name : 2024-2025 Theatre Arts CHC Instructional Program Review 2024-2025

Principal Preparer : Giovanni Sosa

Planning Participants : Giovanni Sosa

Version: 3

Group: 2024-2025

Type: CHC Instructional Program Review 2024-2025

Last Modified On: 8/2/2024 1:54:05 PM

Last Modified By: Giovanni Sosa

State: Available for Editing

State By: Giovanni Sosa

5. Select “Edit Goals/Objectives/Resource Requests/Actions/Activities” align to Question 10.

[Plans for Theatre Arts](#) >> 2024-2025 Theatre Arts CHC Instructional Program Review 2024-2025

This page is suitable for printing. Just use the print option in your browser or you can [print this page](#).

- [View Objective Priority List](#)
- [View Goal Priority List](#)
- [Submit Plan \(Draft\)](#)
- [Submit Plan \(Finalized\)](#)
- [Unlock Plan so Others can Edit the Plan](#)
- [Edit texts for plan](#)
- [Edit Progress Report goals/objectives/resource requests/actions/activities for plan](#) (Question #9)
- [Edit goals/objectives/resource requests/actions/activities for plan](#) (Question #10)
- [Attach Supporting Document\(s\) - Optional](#) (Question #12)



6. Select “Add Goal”

[Plans for Earth Science \(Geology / Geography / Oceanography\)](#) >> [2024-2025 Earth Science \(Geology / Geography / Oceanography\)](#) [CHC Instructional Program Review 2024-2025](#) >> [Goals/Objectives/Resource](#)

Requests/Actions/Activities

- [Add Goal](#) 
- [Return to Editing this Plan](#)

10. Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

NOTE: Beginning in Fall 2024, prior-year goals, objectives, and resource requests will not be copied over to the current-year plan. Writers are required to manually enter goals, objectives, and any applicable resource requests.

Rubric Item: Reflect on your responses to all the previous questions. Complete the Four-Year Action Plan, entering the specific program goals ([goal rubric](#)) and objectives ([objective rubric](#)) you have formulated to maintain or enhance your strengths, or to address identified weaknesses. **In writing your objectives and developing your resource requests, take into account student learning and program assessment results.** Assign an overall priority to each goal and each objective. In addition, enter any actions and/or resources required to achieve each objective. (Click here to see a definition of [goals](#), [objectives](#), [actions](#), and how they work together.)

7. Starting with the 24-25 academic year, you will no longer need to create your own goals. Instead, you will select a [Strategic Direction](#) as your Goal. Choose the Priority Rank and click on **SAVE**.

Quick Tip: Your program objectives may already align with a strategic direction. Check your prior year PPR plan, Question 10, to help with aligning each objective.

[Plans for Earth Science \(Geology / Geography / Oceanography\)](#) >> [2024-2025 Earth Science \(Geology / Geography / Oceanography\)](#) [CHC Instructional Program Review 2024-2025](#) >> [Goals/Objectives/Actions/Activities](#)

New Goal

* **Goal:**

* **Priority:**

- 1. Increase Student Enrollment
- 2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
- 3. Increase Student Success and Equity
- 4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community
- 5. Foster and Support Inquiry, Accountability, and Campus Sustainability
- None

8. After saving your Goal, you can now add objectives by clicking on the “+” sign.

- [Add Goal](#)
- [Return to Editing this Plan](#)

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- 1 - Goal - [1. Increase Student Enrollment](#) (Priority: 1) + -



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9. Next, enter your Objective and all pertinent information. Each field must be filled in or a selection must be made.

New Objective

* Objective :

* Priority Rank :

* Start Date :

* End Date :

* Responsible Person :

Strategic Direction (Goal) : 1. Increase Student Enrollment

* Institutional Learning Outcome :

* What is the anticipated impact level of achieving the objective? :

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10. Next, add Action/Activity and Resource Request to the objective.

- [Add Goal](#)
- [Return to Editing this Plan](#)

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- 1 - Goal - [1. Increase Student Enrollment](#) (Priority: 1) + -
 - 1.1 - Objective - [Testing](#) (Priority: 0) + - [Add Action/Activity](#) [Add Resource Request](#)



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11. After selecting **Add Action/Activity**, enter the activity details aligned with the Goal and **SAVE**.

New Activity

* Name :

Start Date :

End Date :

Responsible Person :

Description :

Source | Copy | Paste | Undo | Redo | Find | Bold | Italic | Underline | Strikethrough | Bulleted List | Numbered List | Indent Left | Indent Right | Link | Unlink | Format | ?

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12. Add a **Resource Request** aligned with your Action/Activity and **SAVE**.

[Plans for Theatre Arts](#) >> [2024-2025 Theatre Arts CHC Instructional Program Review 2024-2025](#) >> [Resource Requests](#)

New Resource Request

Objective : 1.1 - Testing

* Name :

Description :

Source | Copy | Paste | Undo | Redo | Find | Bold | Italic | Underline | Strikethrough | Bulleted List | Numbered List | Indent Left | Indent Right | Link | Unlink | Format | ?

* Rationale :

Source | Copy | Paste | Undo | Redo | Find | Bold | Italic | Underline | Strikethrough | Bulleted List | Numbered List | Indent Left | Indent Right | Link | Unlink | Format | ?

* First Year Cost :

* First Year Savings :

* Second Year Cost :

* Second Year Savings :

* Third Year Cost :

* Third Year Savings :

* Fourth Year Cost :

* Fourth Year Savings :

IdentityString : 1.1.r0

* Resource Type :

* Expenditure Category :

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13. The screenshot below shows a completed example with the Goal, Objective, Action/Activity, and Resource Request successfully added. You can now proceed to add your next Goal.








[Plans for Theatre Arts](#) >> [2024-2025 Theatre Arts CHC Instructional Program Review 2024-2025](#) >> [Goals/Objectives/Resource Requests/Actions/Activities](#)

- [Add Goal](#)
- [Return to Editing this Plan](#)

10. Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

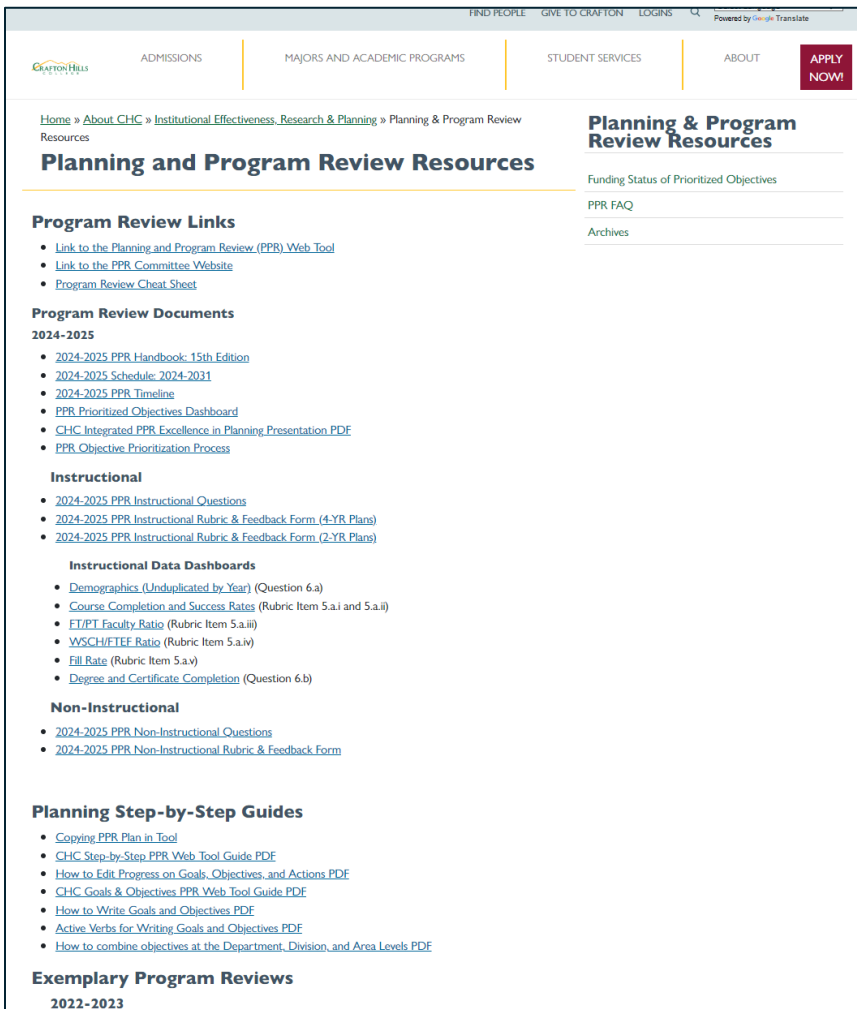
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- 1 - Goal - [1. Increase Student Enrollment](#) (Priority: 1)  
 - 1.1 - Objective - [Testing](#) (Priority: 0)   [Add Action/Activity](#)  [Add Resource Request](#)
 - Resource Requests:
 - 1.1.r1 - [Testing](#) 
 - Actions/Activities:
 - 1.1.a1 - [Testing](#) 

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The Planning and Program Review Resources are available on the [OIERP PPR Webpage](#)



The screenshot displays the OIERP PPR Webpage. At the top, there is a navigation bar with links for ADMISSIONS, MAJORS AND ACADEMIC PROGRAMS, STUDENT SERVICES, and ABOUT, along with an 'APPLY NOW!' button. The main content area is titled 'Planning & Program Review Resources' and includes a breadcrumb trail: Home » About CHC » Institutional Effectiveness, Research & Planning » Planning & Program Review Resources. The page is organized into several sections: 'Program Review Links' with links to the PPR Web Tool, PPR Committee Website, and Cheat Sheet; 'Program Review Documents' for 2024-2025, including the PPR Handbook, Schedule, Timeline, Dashboard, and various PDFs; 'Instructional' documents with links to questions and rubrics; 'Instructional Data Dashboards' for demographics, course completion, and faculty ratios; 'Non-Instructional' documents; 'Planning Step-by-Step Guides' with multiple PDFs; and 'Exemplary Program Reviews' for 2022-2023.