

**Planning and Program Review Committee Report
Fall, 2010**

Alignment with Educational Master Plan

The table below describes how the Planning and Program Review committee objectives align with the Educational Master Plan.

Educational Master Plan	Planning and Program Review	Status
<p>Goal 6.1 Implement and Integrate planning and decision-making processes that are collaborative, transparent, evidence-based, effective, and efficient</p>	<p>The PPR Committee consists of broad campus representation. This year, the group welcomed a student member to the committee and assigned him a mentor.</p> <p>At the all-campus meeting in August, the PPR co-chair described the PPR process and its intersection with both the EMP and the District Strategic Plan. In addition, the Accreditation Consultant, the ORP Director, and the faculty co-chair of PPR presented the new online PPR and Planning tools.</p> <p>By the end of this year, all units will have completed a full Program Review.</p> <p>The ORP has provided data for all instructional units for use in completing PPR, including demographic information, WSCH/FTEF, fill rate, etc. In addition, non-instructional units receive data and statistical reports upon request.</p> <p>The committee has developed a rubric for each of the PPR questions to gauge how closely the data provided fit the institutional expectations.</p> <p>The committee evaluates each program based on clear, published criteria.</p> <p>The resultant product is a college-wide prioritized list of objectives and any resources attached. The information is shared with the campus by the College President</p>	<p>Complete and ongoing</p>

	and is used to inform budgetary decision-making.	
Goal 6.2: Establish and document effective, efficient, and consistent organizational structures and processes	<p>Each unit participates in full PPR once every three years. All units participate in the annual planning process. There has been consistency over the past two years in the PPR format and questions, though the committee continues to improve the process.</p> <p>The PPR committee documents its recommendations in the form of formal written feedback to the units, a summary report to the President identifying programs as healthy, healthy with some concerns, and distressed, and a prioritized list of college-wide objectives, which are forwarded to the President.</p> <p>Participants are surveyed annually and the results are used to improve the process.</p>	Complete and ongoing
<p>Goal 7.1 Optimize the organization's human resource capacity</p> <ul style="list-style-type: none"> Objective 7.1.1 Ensure that all faculty, staff, and administrators receive relevant, timely, and appropriate training. 	The Office of Research and Planning held several workshops for PPR participants to assist them in writing their Program Review Documents. In addition, the PPR committee used two meetings to assist participants with the online forms, answer questions about the process and assist programs in interpreting their data.	Complete and ongoing
<p>Goal 8.1: Maintain and use resources effectively</p> <ul style="list-style-type: none"> Objective 8.1.1: Ensure that resource selection, deployment, and evaluation are consistent with identified institutional priorities, policies, and procedures 	The PPR Committee reviewed the status of last year's Objectives list in November.	Complete and ongoing

Goals and objectives Not Addressed in the Educational Master Plan

In addition to the goals above, the PPR has the following goals and objectives:

Planning and Program Review Goal	Status
Review and improve the PPR process annually	Complete and ongoing The PPR process was modified to address

	deficiencies identified by the survey results completed by the 09-10 PPR units. The PPR committee will continue to improve the PPR planning process based on issues that arise during committee discussions and through the feedback obtained from the annual PPR survey. The annual planning process was also revised to address identified deficiencies and gaps. Revisions to the annual planning questions and process were approved by the CHC academic senate (fall 2010) prior to final adoption by the committee
Update the Handbook annually	Complete and ongoing The handbook was updated in the spring/summer of 2010 to match the changes made to the revised PPR and Annual Plan questions, rubrics and processes.
Streamline the planning process to decrease participant workload	To be discussed in Spring, 2011
Continue to provide training and support to participants in PPR	Complete and ongoing

Documentation of Committee Attendance and Minutes

The committee's charge, agenda, and minutes, including attendance, are posted on the CHC website under faculty/staff: committees. In addition, the agendas, minutes, and documents are posted for internal users on a Blackboard site designed for PPR.

The final product of the PPR committee is the annual prioritized list of college-wide objectives, which the President shares with the entire campus once it is finalized.