<u>**Draft extract from *Decision-Making Handbook***</u>

Chapter 3: Timeline and Sequences in Key College Decisions

The charts in this section present the sequences in key college decisions and a timeline for the processes.

<u>**Definitions**</u>
- **Current Year** is the current fiscal year, running from July 1 to June 30.
- **Coming Year** is the next fiscal year in planning.

3.1   Development and Review of Program Plans and Assessment

Months	Current Year Activities	Coming Year Activities
August/ September/ October	<u>**Assessment Cycle:**</u> Deans and program leaders with support of the Office of Institutional Research: 1. Review the status of **Current Year** plans on program improvement 2. Review program data provided by Office of IE to ~~and~~ prepare for updated Program Plan document; ~~Review Student Learning Outcomes Assessment and report progress for Program Plans~~ 3. Document the analysis of program data, including Student Learning Outcome assessment results, retention and success data, equity data, and other relevant program data that support resource requests and program plans.	Program Plans due before September 30~~15~~. Update Program Plans in college program plan software~~Tracdat~~. Begin extraction of requests from ~~Final~~ Program Plans for prioritization of resources in Governance~~Standing~~ Committees. Distribute ~~In turn,~~these extracts to relevant Governance Committees for use ~~are used~~ in prioritizing faculty hiring, classified staff hiring, technology equipment, and facilities projects.

October/
 	
January
	Ongoing pProgram data analysis and documentation, including (but not an exhaustive list):
	
	• SLOs (IO, GELO, SSO, PLO, CLO)
	
	• Success and eEquity data
	
	• Labor Market data (CTE programs)
	
	• Institution-level data
	
	• Other
		Hold Program Plan Evaluation meetings, with each program being evaluated at least once during a three-year cycle:
		
		The appropriate Vice-Presidents, joined by the Academic Senate President, area Dean or Manager, and faculty or staff, conducts a Program Evaluation and a budget request review. Elements of the evaluation include:
		
		1. Provide feedback on the Program Plan
		
		2. Determine a status for each program per AP 4021:
		
		   1) No action needed
		
		   2) Strengthen the program
		
		   3) Reduce the program
		
		   4) Review for discontinuance
		
		3. Discuss resource needs and fiscal impacts of the Pprogram Pplan.
		
		4. Decide when program should return for Program Plan Evaluation meeting (1 – 3
		
		- years).
		
		Should a program receive an evaluation status of "Strengthen the Program," "Reduce the Program" or "Review for Discontinuance," the College President shall review the findings, the accompanying Program Plan, and the recommendations emerging from the

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		Program Plan Evaluation. If the College President recommends a program for discontinuance based on this review, the process for AP 4021 Program Discontinuance will be initiated. A summary report on the Program Plan Evaluation process, including the status of the programs reviewed, is prepared by the Vice-President for Academic Affairs. The Vice-President presents the document to the EdCAP Co-chairs to ~~.~~ ~~The Co-chairs of EdCAP~~ agendize the document for review and acceptance. Prioritizatation for full-time faculty is completed by the Joint Council (Academic Senate and Deans Councils). Prioritization for new classified staff is completed by the Fiscal Planning Committee.
February/ April	Ongoing p~~P~~rogram data analysis and documentation	EdCAP completes the Program Plan evaluation process by reporting the findings to the Academic Senate and Administrative Council. The President distributes the summary college-wide and then forwards the report to the Chancellor. EdCAP reviews the ACCJC Annual Plan and Institution-Set Standards in line with the data reported by the Program Plans.

		Prioritization for technology and facilities requests is completed by F/TCAP.

Jointly EdCAP and Fiscal Planning review the recommendations for all resource prioritizations extracted from the Program Plans for alignment with the college Strategic Plan and forward recommendations to College President.

EdCAP reviews and revises as necessary the template and process for the coming year Program Plans.

EdCAP presents template and process changes, if any, to Academic Senate for review. Final recommendations for changes, if any, are made to the President for next implementation cycle. |