



INSTITUTIONAL RESEARCH AND PLANNING 2014-2015 PLANNING PROCESS



DATE: September 16, 2013
TO: All Rio Hondo College Staff
FROM: Institutional Effectiveness Committee (IEC) Chairs – Lydia Gonzalez and Howard Kummerman
SUBJECT: 2014-2015 Planning Process

The Institutional Effectiveness Committee (IEC) has officially kicked off the 2014-2015 annual planning process. Program, unit, and area plans will be completed during the fall semester followed by the prioritization of resources and the Institutional Planning Retreat on April 11, 2014. A complete calendar is available on the Institutional Research and Planning (IRP) Website – www.riohondo.edu/strategic_planning.

Planning is segmented into three types of plans – program plans, unit plans, and area plans. Each year a program will complete either a program plan or a program review plan. Approximately 15-16 programs will meet with the Program Review Committee each year. Please go to this link for a chart of all programs, units, and areas at Rio Hondo - [Click here](#).

Planning involves everyone on campus. Your Program Manager will create a **plan team** to discuss the important aspects of the program and formulate the plan content. If you wish to become more involved in the planning process, ask him or her to include you on the team. A list of the program managers can be found on the chart of programs from the link above.

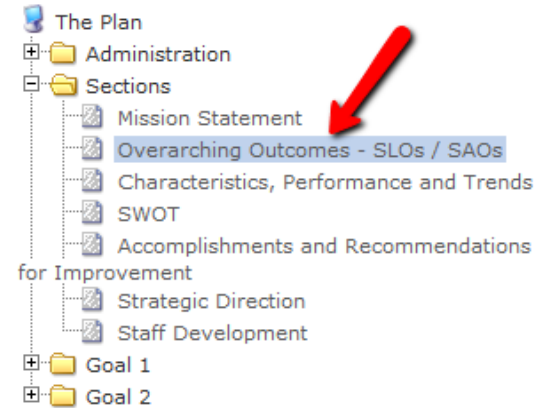
Your input is vital as we continually seek to improve the planning process. Immediate feedback may be given on the Institutional Planning Feedback Form on the IRP website, via e-mail to Howard Kummerman or any member of the IEC, and during your participation in the Planning Process Survey that will be distributed in Spring 2014.

Here is some additional information for a successful 2014-2015 Planning Process:

- ★ The Institutional Research and Planning (IRP) website has been updated with information that will support the planning process. Go to www.riohondo.edu/research for updated information. Help is also available by calling the Institutional Planning Help Line at 562-463-6644.
- ★ Some of the most important ways to prepare for and participate in planning are as follows:
 1. Review Rio Hondo's Mission, Vision, and Values
 2. Review the [2013-2014 Institutional Goals and Objectives](#)
 3. Review previous program plans and program review plans
 4. Analyze the student success and enrollment data for the program
 5. Incorporate Student Learning Outcome (SLO) data and discussions in creating your plan
 6. Have robust dialog regarding the health and direction of the program with your plan team
- ★ The planning software is updated each year. **Please review the information about software updates on the second page of this memo.**

Planning Software Update Information

- Enhanced SLO / SAO section.
 - ✓ The Student Learning Outcomes / Service Area Outcomes section of the planning software now includes specific questions in template boxes.
 - ✓ Click on Overarching Outcomes – SLO’s / SAO’s
 - ✓ Updated template with questions will appear.
 - ✓ Academic program will only have SLO sections.
 - ✓ Student Service programs will have both SLO and SAO sections.
 - ✓ Administrative programs will only have SAO section.
 - ✓ Information from the previous year will not roll over to 2014-2015 as the questions are completely new.



- Spell Check is here!
 - ✓ You may now identify spelling errors in the planning software.
 - ✓ Underlined text may have incorrect spelling.
 - ✓ Right click on underlined word to find suggested spelling.

is the planet faces. We are looking at the ea
 l notable geologic phenomena occurring or
 things such as crop failiures and drought.

- Resource Allocation Updates
 - ✓ Updates to the Resource Allocation section will take place in October prior to the Unit Plan start date.
 - ✓ Updates will include a change in the questions, data, and scoring for Classified and Faculty staffing requests.