



INSTITUTIONAL RESEARCH AND PLANNING

2014-2015 PLANNING PROCESS



DATE: October 7 2013

TO: All Rio Hondo College Employees

FROM: Institutional Effectiveness Committee (IEC) Chairs – Lydia Gonzalez and Howard Kummerman

SUBJECT: 2014-2015 Planning Process

Thank you to the Program Managers and all faculty and staff who have contributed to your program plans or program review plans. As you are putting on the finishing touches, this is a reminder that **plans should be submitted by Friday, October 18, 2013**. If you have not already started your plan for 2014-2015, please immediately log in to the software and either start a new or roll over a previous plan. Once the software template for your plan has been created, the IRP office will place your data into the plan. Program data is also available on the public drive here P:\Planning\Program Plan Data 2014-2015 or in Access Rio Portal on the IRP Channel. Information on how to log-in and create a plan is located here – [Click here](#)

Please follow these last two steps as we approach the due date.

1. Review and Sign-off on a Plan

- ★ If you have participated on a Program Plan or Program Review Plan Team - or have simply reviewed a program plan, please follow these instructions to sign-off on the plan. Log on to the planning software. Once you see the planning software home screen, click on Sign-off on a Plan. Make sure you enable pop-ups for the Wizard to work. This will start the Sign-off Wizard and walk you through the steps to sign off on the plan. If you need assistance logging on to the software or with this process, please review the training documentation on the Institutional Research and Planning Website at http://www.riohondo.edu/strategic_planning/.

2. Submit a Plan

- ★ If you are a Program Manager, your completed plan may now be submitted in the planning software or by arrangement with your Unit Manager (dean or director). To complete your plan in the planning software, open your plan. Click on the administration tab on the left navigation area to expand the choices. Now click Check for Errors/Submit Plan. If you have required sections that are not populated in the plan, please go back to enter information for these sections. Once complete you will need to go back to submit the plan again. If all sections are complete, click Check for Errors/Submit Plan. You will see "0" errors and a button for submit plan. Click Submit Plan. You will see that once the plan has been submitted, you may view the plan but will no longer be able to edit. If you need to make a change to the plan, your Unit Manager will need to un-submit the plan. Please remember to submit the plan again if you un-submit and make changes.
- ★ What happens next? Your program plan/program review plan will be used by the Unit Manager (dean or director) to complete the unit plan. Any resources that have been requested will also be reviewed and potentially included in the unit plan. The Unit Manager will share the unit plan and explain what elements will be included in the unit plan and which will remain at the program level.
- ★ Once the Program Plans/Program Review Plans, Unit Plans, and Area Plans are complete, the information will be used to update the Institutional Goals & Objectives for Rio Hondo College. Your participation not only creates a 2014-2015 plan for your program, but also supports the institutional process to create budget recommendations and plan for the college as a whole.