DATE: September 8, 2016

TO: All Rio Hondo College Staff

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

SUBJECT: 2017-2018 Planning Process

The Institutional Effectiveness Committee (IEC) has officially kicked off the 2017-2018 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 March 17, 2017. Program Plans and Program Review Plans must be submitted by Friday, October 21, 2016. A complete calendar is available on the Institutional Research and Planning (IRP) Website – http://www.riohondo.edu/irp/strategic-planning/.

Planning is segmented into three types of plans – program, unit, and area plans. Each year a program will complete either a program plan or a program review plan. Twenty-two programs will meet with the Program Review Committee this year. The programs linked here will create Program Review Plans. 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 2017.

Here is some additional information for a successful 2017-2018 Planning Process:

★ The Institutional Research and Planning (IRP) website has been updated with information that will support the planning process. Go to http://www.riohondo.edu/irp/ 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 the 2016-2017 Institutional Goals and Objectives.
2. Read the new Master Plan Documents and ensure that your plans are in alignment.
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.