DATE: September 2, 2016

TO: Program Managers

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

SUBJECT: Getting Started with the 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/.

The following information will help you to get started.

- As you may remember, planning is segmented into three types of plans – program plan, unit plan, and area plan. 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 listed 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.

- The first step in creating your plan will be to log in to the software and either start or roll over a previous plan. You may use either Internet Explorer or Google Chrome to access the planning software from a PC or a MAC. Once the software template for your 2017-2018 plan has been created, the IRP office will place your new data into the plan. Program data is also available on the public drive here P:\Planning and on the IRP Channel of the employee tab in AccessRio Portal. Information on how to log-in and create a plan is located here – Click here.

- The second step in creating your 2017-2018 plan will be to create a plan team. Your plan team will help to discuss the important aspects of the program and formulate the plan content. More information on creating a plan team can be found here – How to Create a Plan.

- A variety of resources are available to help you complete your program plan.
  - Institutional Planning Help Line 562-463-6644
  - Software and Plan Content Training – You must RSVP - Click here for days and times
  - Training materials and other resources – Click Here
  - Program Review Orientation Meetings – Click here for the days and times

- The planning software is only a tool to gather and share information. Please include the following recommendations when creating your plans.
  2. Read the new Master Plan Documents and ensure that your plans are in alignment with the plans.
  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. Gather your program teams and have robust dialog regarding the health and direction of the program.