It’s here! Welcome to the new and improved, streamlined Institutional Planning Process!

The Institutional Effectiveness Committee (IEC) has officially kicked off the 2018-2019 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 13, 2018. **Program Plans and Program Review Plans must be submitted by Wednesday, November 22, 2017.** A complete calendar is available on the Institutional Research and Planning (IRP) Website – [http://www.riohondo.edu/irp/strategic-planning/](http://www.riohondo.edu/irp/strategic-planning/).

What is new and what is improved?

- You may now use any internet browser! – Try it – [log in here with your Rio Hondo Username and Password](http://www.riohondo.edu/irp/strategic-planning/).

- You may access your programs prior year plans through the legacy planning system, accessing it as in the past.

- Last year’s Program Plans and Program Review Plans can also be found in PDF format for your use on the Access Rio Portal and directly from the new planning software.

- Annual Program Plan
  - Every program will complete a Program Plan – even if conducting Program Review.
  - The Program Plan template is streamlined - you only complete sections for Mission, SLO/SAO, Data Analysis, Action Plans, and Resource Requests.
  - Data is now available in Tableau visualizations – [check it out here](http://www.riohondo.edu/irp/strategic-planning/).
  - Attend the Program Plan training to find out more! [Click here for training information](http://www.riohondo.edu/irp/strategic-planning/).

- Program Review – [click here to see programs completing reviews this year](http://www.riohondo.edu/irp/strategic-planning/).
  - The Program Review template sections are updated and simple to understand.
  - Programs creating a Review will also complete a Program Plan – but only the Action Plan and Resource Allocation sections.
  - Program Review is still designed to be a comprehensive and rigorous evaluation of college programs.
  - Program Review data can be found on the Access Rio Portal, in the new planning software, and will be placed in the Data Analysis section of your Program Review Plan once you start working on your plan. Tableau visualizations may also be used to view data for programs completing reviews. [Check it out here](http://www.riohondo.edu/irp/strategic-planning/).
  - Programs completing Review will sign up for a time to meet with the Program Review Committee. E-mail [rrayas@riohondo.edu](mailto:rrayas@riohondo.edu) to schedule your meeting time.
  - Program Managers and other participants should attend an orientation and training. [Click here for orientation information](http://www.riohondo.edu/irp/strategic-planning/).
Additional information to 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. Nineteen programs will meet with the Program Review Committee this year.

★ The second step in creating your 2018-2019 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.

★ The planning software is only a tool to gather and share information. Please include the following recommendations when creating your plans.

1. Review the RHC Institutional Goals & Objectives.

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.