



# **INSTITUTIONAL RESEARCH & PLANNING**

## **ANNUAL PROGRAM PLAN GUIDE, FALL 2021**

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# Annual Planning Process

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The annual planning process at Rio Hondo College demonstrates the relationship between the long-term strategic plan of the college and the ongoing work on campus.

The process allows staff, faculty, and administrators to demonstrate their contributions to the institution's progress and identify how their contributions will continue throughout the next year. The data generated provides a basis for assessment of institutional progress and allows the college to make informed decisions about the allocation of resources.

Most campus programs are asked to complete an annual program plan each year and a program review every six years.

## Taskstream Access

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- Rio Hondo College uses **Taskstream** as a tool to facilitate the annual planning process.
- Employees access Taskstream using their **Rio Hondo credentials** (user name and password) through a **single sign-on portal**.
- The portal is found on the [IRP Planning](#) website or through **Access Rio**, on the Institutional Research & Planning "channel."
- **Need help with your account or access to a workspace in Taskstream?** Create a ticket through the [Information Technology Helpdesk](#).

## General Taskstream Navigation

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- Once in a workspace, navigate using the menu on the left.
- Each section of the template has a **heading** and one or more **subheadings**.
- All work is done in the subheadings.
- Click **Check Out** to start work under a subheading.
- Instructions on the content requested in each section can be found at the top of each page under **Directions**.

# Annual Program Plan Overview

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An annual program plan includes the following information. **Updates for Fall 2021 in red.**

## **Mission Statement**

The mission statement of the program that guides its activities, objectives, and outcomes.

## **Program Description**

A brief description of the current program and changes that occurred over the last year. Progress made towards the program's objectives and resource requests from the previous annual program plan, as well as progress towards long term goals, should be provided. The description should also include the program's services and target audience, number of faculty and staff, location, and budget. In addition, details of professional development activities, local grants and statewide initiatives should be described.

## **Outcomes**

**Instructional programs** import and review and/or revise program outcomes. If not previously provided, Course Outcome Assessment Timelines are included as an attachment. **Closing the Loop Forms are no longer attached to the Annual Program Plan but instead submitted online via the Closing the Loop Form.**

**Non-instructional programs** import and review and/or create program outcomes, identify or "import" assessment methods, and report on the results of these assessments. If not previously provided, an Outcome Assessment Timeline for program outcomes is provided.

## **Data Analysis**

Instructional programs review and analyze five years of enrollment and achievement data, in order to identify strengths and opportunities and to inform objectives and resource requests. **Instructional programs are also expected to address areas where student achievement rates are below the Institution Set Standard, lower than comparable disciplines, and/or below the division rate.**

Non-Instructional programs provide program data with analysis of trends in order to identify strengths and opportunities and to inform objectives and resource requests.

## **Objectives & Resource Requests**

Programs identify at least one objective to work on the following academic year and request resources that are needed to accomplish the objective(s).

## **Program Plan Submission**

A PDF of the annual program plan is created, uploaded to the workspace, and then submitted for review by Unit Manager.

# 1. Mission Statement

The purpose of this section is to ensure alignment between the college's mission, the program's mission, and campus programs.

## 1.1. Mission Statement

### Instructions

In this section, provide the program's mission statement. This should be a succinct statement about the program's purpose, primary functions, key stakeholders, and how the program supports the college mission. For the purposes of program planning, the mission statement should be 1-2 sentences.

**Best Practice:** If the mission statement is being updated, note in the text field when the change was made (e.g. Updated Fall 2021).

### Rio Hondo College Mission Statement

Rio Hondo College is an educational and community partner committed to advancing social justice and equity as an anti-racist institution that collectively invests in all students' academic and career pathways that lead to attainment of degree, certificate, transfer, and lifelong-learning goals. (Board Approved 7/08/20)

### Examples of a Program Mission Statement

Instructional: *"The General Education Biology Program supports the mission of the college by providing comprehensive, challenging and quality instruction in general education courses which will serve all students in degree or certificate completion, successful university transfer and achievement of life-long learning goals. (Updated Fall 2020)"*

Non-Instructional: *"The mission of the Department of Marketing and Communications is to enhance and support the College mission by providing leadership and vision for the College's internal and external communications, marketing, and promotional efforts and by serving the community and College as a resource for information, publications, and media relations."*

## Software Navigation

**Taskstream Tip:** If a mission statement was entered last year, it will auto populate after **EDIT** is clicked.

1. From menu on the left, click **1.1 Mission Statement** subheading.
2. Click **CHECK OUT**.
3. Click **Edit** (lower right corner of screen.)
4. Enter or edit the mission statement in the box provided.
5. Click **SUBMIT**.
6. Click **Return to Work Area**, if needed.
7. Click **CHECK IN**.

## 2. Program Description

**Fall 2021 Update: Program Progress subsection moved to the top and additional instructions added for clarity.**

The purpose of this section is to provide an accurate description of the current program and record changes and updates from the previous year. This information provides context for the resource allocation process.

### 2.1. Program Description

#### Instructions

Provide a brief description of the program including **each of the domains below under their own header. Include any updates from the previous Annual Program Plan and report on last year's objectives and resource requests.** If there is nothing to report in a specific domain, include a heading and indicate that it is not applicable.

#### a. Program Progress

Locate the objectives and resource requests in last year's program plan. List each **objective** and **resource request** included in last year's program plan. Describe progress on each objective and resource request, e.g. started, funded, on hold, etc.

#### ***Program Progress Example***

##### *a. Program Progress*

##### *Objectives from Fall 2020 Annual Program Plan*

- 1. Objective: Increase knowledge of new AA-T through promotional materials on campus.  
**Update: In Progress.** Student-developed flyers were put up on campus during the Spring and Fall semester. New flyers will be developed this year and additional promotional methods will be developed in the upcoming year.*
- 2. Objective: Contribute to Guided Pathways through the development of data visualizations that support informed decision-making.  
**Update: Not Started.** Data visualizations were developed over the last year but these were not Guided Pathways focused. The work with the GP Steering Committee will continue and targeted visualizations will be developed over the next year.*

##### *Resource Requests from Fall 2020 Annual Program Plan*

- 1. Request: New Full-time Faculty  
**Update: Not Funded***
- 2. Request: Classroom Improvements (paint, desks, technology)  
**Update: In Progress.** Classroom painted Spring 2021, funding for new projectors obtained through CARES funds, remaining improvements not yet funded.*

**b. Services and Target Audience**

Provide a short summary of the services offered by the program and the target audience, noting any changes that have happened over the last year.

**Instructional Programs** – This may include changes to degree and certificate programs, general education courses, courses for majors, and supplemental or extracurricular programs.

**Non-Instructional Programs** – This may include special populations served and services provided to enrolled students or the general student body.

**c. Staffing, Space Allocation, and Budget**

Provide an estimate of the number of faculty, staff, and administrators and indicate if they are full or part-time. Indicate where the program is located including building and room numbers, if applicable. Give an overview of the program budget, if known, and indicate if funds are district or categorical. Note any changes that have occurred in staff, space, and/or budget since the previous program plan.

**d. Grants and Initiatives**

Provide a brief description of current program grants and/or statewide initiatives that are impacting the program or have impacted it over the last year.

**e. Professional Development**

Briefly list professional development activities and level of participation by program staff over the last year. Indicate if activities addressed equity-minded practices, strategies for classroom instruction, or another topic.

**f. Additional Information**

Include any additional information about the program in this section, if needed. This may include efforts to address material costs or adopt **Open Educational Resources (OER)**, initiatives to increase equity in the classroom, such as the development of **culturally relevant pedagogy**, or other work not reported in prior sections.

## Software Navigation

**Taskstream Tip** → This section does *not* automatically populate from the previous year. To use information from last year, copy the text from the previous version into a Word document, edit, and then copy into the current Taskstream template. Use CTRL C + CTRL V to copy and paste.

1. From menu on the left, click **2.1 Program Description**.
2. Click **CHECK OUT**.
3. Click **Text & Image** and type, or copy and paste, the following headers to structure your Program Description:
  - a. Program Progress
  - b. Services and Target Audience
  - c. Staffing, Space Allocation, and Budget
  - d. Projects, Grants, and Initiatives
  - e. Professional Development
  - f. Additional Information
4. Under each header add information about your program.
5. When finished, click **SAVE AND RETURN**.
6. Click **CHECK IN**.

## 3. Outcomes

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**Fall 2021 Update: Closing the Loop forms are now submitted via the [Closing the Loop Form](#).**

The purpose of this section is to record program outcomes and provide documentation for assessments.

For instructional programs, this includes 3.1 Outcome Assessment Timeline and a review of 3.2 Program Outcomes.

For non-instructional programs this includes 3.1 Outcomes Assessment Timeline, 3.2 Program Outcomes, 3.3 Program Outcomes Assessment, and 3.4 Program Outcomes Findings.

### 3.1. Outcomes Assessment Timeline

#### Instructions

##### **Instructional Programs**

Most Instructional Programs have already completed a **Course Outcomes Assessment Timeline** and do not need to provide any additional information in this subsection.

Course Outcome Assessment Timelines (COAT) for all courses should be submitted if the timeline has been changed or not previously submitted. Check previous Annual Program Plans to see if a COAT is completed.

##### **Non-Instructional Programs**

If not done previously, establish a timeline for the assessment of program outcomes via an Outcomes Assessment Timeline (OAT) and upload it to the Annual Program Plan.

#### Software Navigation

1. From menu on the left, click **3.1 Assessment Timeline**.
2. Click **CHECK OUT**.
3. Click **Attachments**.
4. Locate and upload the Course Outcome Assessment Timeline (Instructional) or Outcome Assessment Timeline (Non-Instructional).
5. Click **SAVE AND RETURN** when finished.
6. Click **CHECK IN**.



## 3.2. Program Outcome Statements

### Instructions

Record Program Outcome statements in this section. **For most programs, outcomes have already been created and will only need to be imported** and reviewed. If needed, program outcomes can also be revised or updated.

**Best Practice:** Ensure that outcomes are current, if updates occurred over the last year, create a new set and indicate the update was recorded (e.g. name new set Applied Statistics Program Outcomes, Updated Fall 2021).

### Non-instructional Programs

Outcome statements should be clearly derived from the programs' mission and be statements about what a client (e.g. faculty, staff, students) will experience, receive, or understand (e.g. feel safe, receive access, have information) as a result of a given service. Outcomes should be clearly observable and measurable.

**NOTE: If your program is both Instructional and Non-Instructional (e.g. DSPS, Library) only the outcomes related to non-instructional services need to be mapped to Institution Level Outcomes.**

## Software Navigation for Instructional Programs

1. From menu on the left, click **3.2 Program Outcome Statements** subheading.
2. Click **CHECK OUT**.
3. Click **CREATE NEW SET** or **SELECT EXISTING SET**.

### If **SELECT EXISTING SET**

**Taskstream Tip:** Use this option if you would like to reuse objectives created in a previous Annual Program Plan.

4. Review existing sets and click radio button next to the **Outcome Set** you'd like to import into the current Annual Program Plan.
5. Click **CONTINUE**.
6. If needed, make edits to the outcomes, add new outcomes, or remove obsolete outcomes.
7. Instructional Program Outcomes do *not* need to be mapped.
8. Click **CHECK IN**.

### If **CREATE NEW SET**

**Taskstream Tip:** Use this option if new program outcomes have been created but not yet entered into Taskstream.

4. Enter into **Set Name** box "[Program] Outcomes Fall 2021."
5. Do *not* check box for mapping.
6. Click **CONTINUE**.
7. Locate set and click **CREATE NEW OUTCOME**.
8. In box labeled **Outcome** type your outcome, add description if needed.
9. Click **CONTINUE**.
10. Click **Add another outcome** until all outcomes are listed. Then click **Back to all outcome sets**.
11. Click **CHECK IN**.

## Software Navigation for Non-Instructional Programs

### If **SELECT EXISTING SET**

**Taskstream Tip:** Use this option if you would like to reuse objectives created in a previous Annual Program Plan.

4. Review existing sets and click radio button next to the **Outcome Set** you'd like to import into the current Annual Program Plan.
5. Click **CONTINUE**.
6. If needed, make edits to the outcomes, add new outcomes, or remove obsolete outcomes. Make sure each outcome is mapped to at least one Institution Level Outcome.
7. Click **CHECK IN**.

### If **CREATE NEW SET**

**Taskstream Tip:** Use this option if new program outcomes have been created but not yet entered into Taskstream.

4. Enter into **Set Name** box "[Program] Outcomes Fall 2021."
5. Check box to **Designate Alignment/Mapping Preference**.
6. Click **CONTINUE**.
7. Locate set and click **CREATE NEW OUTCOME**.
8. In box labeled **Outcome** type your outcome, add description if needed.
9. Click **CONTINUE**.
10. Click **Add mapping**.
11. In **Select category of set to map to** use dropdown to select **Goal sets distributed to [Program]**.
12. Click **Go**.
13. Click radio button next to **Institutional Level Outcomes**.
14. Click **CONTINUE**.
15. Use checkboxes to select at least one Institutional Outcome that your program outcome will contribute to.
16. Click **CONTINUE**.
17. Repeat steps 7-16 for each new objective.
18. Click **CHECK IN**.

### 3.3. Non-Instructional Program Outcome Assessment

#### Instructions

In this subsection **non-instructional programs** should identify how they are assessing their program level outcomes. If already reported in a previous Annual Program Plan the “measure” can be imported into the current year’s plan.

<b>Measure Title</b>	Title of how you are measuring your outcomes, e.g. Student Survey, Internal Review of Program Records
<b>Details/Description</b>	Provide details of the measure, e.g. annual survey of users asking about knowledge gained from workshop.
<b>Acceptable Standard</b>	Describe the minimum standard for your outcome e.g. 75% of participants will complete the application with zero mistakes, 80% of mail will be distributed in three days.
<b>Ideal Standard</b>	Describe the ideal standard for your outcome, e.g. 95% of participants will complete the application with zero mistakes, 90% of mail will be distributed within three days.

#### Software Navigation

1. From menu on the left, click the **3.4 Non-Instructional Program Outcome Assessment**.
2. Click **CHECK OUT**.
3. ***The first time this subsection is checked out***, the relevant outcome set will need to be selected. To do this, click CREATE NEW ASSESSMENT PLAN, click Select Set, then SELECT EXISTING SET. Select radio button next to applicable [Program] Outcome Set, then CONTINUE. Click the Mapping box next to all outcomes then ACCEPT AND RETURN TO PLAN.
4. Locate the desired outcome and click **Add New Measure**.

#### **If a measure was previously created**

5. Click **IMPORT MEASURE**.
6. Select radio button next to desired measure.
7. Click **COPY SELECTED**.
8. If needed, edit the fields.
9. Click **APPLY CHANGES**.
10. Click **CHECK IN**.

#### **If a measure was not previously created**

5. Complete the Measure Information fields.
6. Click **APPLY CHANGES**.
7. Click **CHECK IN**.

## 3.4. Non-Instructional Program Outcome Findings

### Instructions

In this subsection **non-instructional programs** should report on the findings associated with program outcomes assessment. Report on your assessment findings. Reflect on the findings and provide recommendations on how to maintain or improve in the future.

<b>Summary of Findings</b>	Tabulate, describe, and analyze the results of your outcomes assessment. Identify themes of success and areas for improvement.
<b>Recommendations</b>	Based on results, identify recommendations for improvements in the future. Detail the specific action steps to move forward with the recommendations.
<b>Acceptable Standard</b>	Select Met, Not Met, or Exceeded

### Software Navigation

1. From menu on the left, click **3.4 Non-Instructional Program Outcome Findings**.
2. Click **CHECK OUT**.
3. Locate the measure entered in the previous subsection and click **ADD FINDINGS**.
4. Enter Findings into the template.
5. Click **SUBMIT**.
6. Repeat steps 3-5 for each outcome being reported.
7. Click **CHECK IN**.

**Taskstream Tip** → The Measure (Assessment) and Findings have a **one to one relationship**, meaning each time "Add New Measure" is used, only one "Add Findings" can be attached. When additional findings need to be added (e.g. for another year), reuse the existing measure by using the IMPORT MEASURE button.

## 4. Data Analysis

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**Instructions updated to request programs address areas where student achievement rates are below the Institution Set Standard, lower than comparable disciplines, and/or below the division rate.**

The purpose of this section is to identify program progress, find opportunities for program improvement, reflect on data trends, and identify resource needs.

### 4.1. Data Analysis

#### Instructions

##### Instructional Programs

Programs should describe trends observed in their data and interpret the meaning of the trends in terms of the future of the program, and actions that need to be taken.

In looking at enrollment and achievement data:

- Historical comparisons can be made as well as comparisons to like disciplines in your division, the division overall, and to the college overall.
- Comparisons should be done at the discipline (e.g. Spanish), program (e.g. Languages), and division (e.g. Communication and Languages) level.
- If the program is below the standard, lower than comparable disciplines, or below the division rate, identify ways to improve student outcomes in the following section, 5.1 Objectives
- The following questions should be addressed:
  - **How efficient is the program?** Address and explain trends such as FTES, fill rates, sections offered and efficiency (FTES/FTEF).
  - **How are students doing in our courses?** Address and explain trends such as section success rates, course success, and differences in success by instructional modality. Identify which students are below the Institution Set Standards and how outcomes for those students can be improved.
  - **Are there student equity issues in our program?** Review data disaggregated by ethnicity, gender, and/or special population to determine any equity issues across different student groups. Consider how the program can address equity issues to improve outcomes for these students.
  - **How many students are completing our program?** Address and explain trends in degrees and certificates being awarded.
  - **CTE Programs only: How well does our program serve the labor market?** Review Labor Market Information such as wage and job demand and analyze the fit with your program.

## **Non-Instructional Programs**

Provide data relevant to your program outcomes, primary program functions, and other significant topics. Include analysis of data trends and reasons for these trends.

Student Services programs offering courses should also provide data and analysis related to enrollment, student achievement, and equity gaps, as detailed above for instructional Programs.

### **Software Navigation**

1. From menu on the left, click 4.1 Data Analysis sub-heading.
2. Click CHECK OUT.
3. Click Add: **Text & Image**
4. Enter analysis and data into text box.

**Taskstream Tip:** Use **CTRL+C** and **CTRL+V** to copy and paste into Taskstream. This may include screenshots of data visualizations or data prepared by the program.

5. When finished, click **SAVE AND RETURN**.
6. Click **CHECK IN**.

## 5. Objectives & Resource Requests

The purpose of this section is to identify program objectives for the following academic year as well as resources that are needed to bring these objectives to fruition.

### 5.1. Program Objectives

#### Instructions

At least one objective should be set for the coming year. Each objective should be mapped to an institutional objective to demonstrate how it contributes to the college's goals. If needed, resources to support the objectives can be requested.

The objectives should be logical next steps the program will take in response to the data reported in the previous section. Objectives should describe actions (e.g. enhance, expand) that the program will take to move towards program outcomes and long term goals identified in Program Review. They should be observable and measurable so that progress, or completion, can be reported the following year. Each objective should be mapped to at least one related institutional objective.

#### Software Navigation

1. From menu on the left, click the **5.1 Objectives**.
2. Click **CHECK OUT**.
3. Click **CREATE NEW SET** or **SELECT EXISTING SET**.

##### If **CREATE NEW SET**

**Taskstream Tip:** Use this option if you using the objectives created last year is not practical or applicable.

4. Enter into **Set Name** box "**[Program] Objectives 2022-2023**."
5. Check box to **Designate Alignment/Mapping Preference**.
6. Click **CONTINUE**.
7. Locate set and click **CREATE NEW OUTCOME**.

**Taskstream Tip:** Taskstream mislabels this as an outcome, an objective is being created in this section.

8. In box labeled **Outcome** type your objective, add description if needed.
9. Click **CONTINUE**.
10. Click **Add mapping**.
11. In **Select category of set to map to** use dropdown to select **Goal sets distributed to [Program]**.
12. Click **Go**.



13. Click radio button next to **Institutional Goals and Objectives** for the most recent year.
14. Click **CONTINUE**.
15. Use checkboxes to select at least one Institutional Objective that your program objective will contribute to.
16. Click **CONTINUE**.
17. Repeat steps 7-16 for each new objective.
18. Click **CHECK IN**.

If **SELECT EXISTING SET**

**Taskstream Tip:** Use this option if you would like to reuse objectives created in a previous Annual Program Plan.

4. Review existing sets and click radio button next to the **Outcome Set** you'd like to import into the current Annual Program Plan.
5. Click **CONTINUE**.
6. Locate set and click **Edit Set Name/Properties**.
7. In Set Name enter "[Program] Objectives 2022-2023."
8. Click checkbox to **Designate Mapping Preference**.
9. Click **CONTINUE**.
10. Click **Map** next the first imported objective.
11. Click **CREATE NEW MAPPING**.
12. In **Select category of set to map to** use dropdown to select **Goal sets distributed to [Program]**.
13. Click **Go**.
14. Click radio button next to **Institutional Goals and Objectives** for the most recent year.
15. Click **CONTINUE**.
16. Use checkboxes to select at least one Institutional Objective that your program objective will contribute to.
17. Click **CONTINUE**.
18. Repeat steps 10-17 for each objective.
19. Click **CHECK IN**.
20. If needed, click **Create New Outcome** to add a new objective to this set.

**Taskstream Tip:** Taskstream mislabels this as an outcome, an objective is being created in this section.

21. If needed, **Hide** or **Delete** objectives that are no longer active.
22. Click **CHECK IN**.

## 5.2. Full-time Faculty Request

### Instructions

Use this subsection only for requesting a **new full-time faculty member**. Each request must be linked to the objective that it supports. Complete each section of the template, special attention should be paid to the rationale.

- ✘ **Do not use** for positions that have already been approved but are not yet filled.
- ✘ **Do not use** for multiple part-time positions.
- ✘ **Do not use** for a percentage increase in an already existing position (e.g. from 75% to 100%).
- ✘ **Do not use** for positions that are funded through other sources (e.g. Strong Workforce).

Prompt	Instructions
<b>Action Item Title</b>	Title of resource being requested.
<b>Position Title &amp; Program</b>	Provide the program and position being requested.  Examples: <i>Photography – Instructor</i> <i>Transfer Center – Counselor</i> <i>Speech – Forensics Coach and Coordinator</i>
<b>Rationale</b>	Provide a rationale for the request that includes the following: <ol style="list-style-type: none"> <li>1. The <b>reason for the request</b> and the anticipated impact it will have on the program, e.g. why this upgrade is needed, how it will improve services to students, etc.</li> <li>2. How the request is <b>supported by data</b> provided in 4.1 Data Analysis and selected objectives.</li> <li>3. The <b>history of this request</b> if it was made previously but not funded.</li> </ol>
<b>Priority</b>	Set a priority for each request made in this category.  Only <b>one request</b> in the Facilities category should be given a <b>“High” priority</b> , only <b>one request</b> in this category should be given a <b>“Medium” priority</b> , and all others should be given a <b>“Low” priority</b> .

## Software Navigation

1. From menu on the left, click the **5.2 Full-time Faculty Request** sub-heading then click **CHECK OUT**.
2. ***The first time this subsection is checked out***, click **CREATE NEW OPERATIONAL PLAN**.
3. Click **OK** in the pop-up.
4. Click **Select Set** then **SELECT EXISTING SET**.
5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.
6. Click **CONTINUE**.
7. Click "Mapping" checkbox next to the objective this resource would help accomplish.
8. Click **ACCEPT AND RETURN TO PLAN**.
9. Click **Add New Action** under the objective selected in step 7.
10. Complete fields in the template.
11. Click **APPLY CHANGES**.
12. Repeat steps 9-11 to include additional requests in this category.
13. Click **CHECK IN**.
14. Click on next subheading to continue.

**Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

## 5.3. Full-time Classified Request

### Instructions

Use this subsection only for requesting a **new full-time classified** staff member. Each request must be linked to the objective that it supports. Complete each section of the template, special attention should be paid to the rationale.

- ✗ **Do not use** for positions that have already been approved but are not yet filled.
- ✗ **Do not use** for multiple part-time positions.
- ✗ **Do not use** for positions that are funded through other sources (e.g. Strong Workforce).

Prompt	Instructions
<b>Action Item Title</b>	Create a title for the request.
<b>Position Title &amp; Program</b>	Enter the position being requested and the program that it will serve.  Examples: <i>Clerk Typist II - Career Center</i> <i>Graphic Designer - Marketing and Communications</i>
<b>Basic Job Description</b>	Provide a <b>basic job description</b> for the position being requested. If applicable, use existing job descriptions that exist at Rio Hondo, available at the HR website.
<b>Rationale</b>	Provide a rationale for the request that includes the following: <ol style="list-style-type: none"> <li>1. The <b>reason for the request</b> and the anticipated impact it will have on the program, e.g. why this upgrade is needed, how it will improve services to students, etc.</li> <li>2. How the request is <b>supported by data</b> provided in 4.1 Data Analysis and selected objectives.</li> <li>3. The <b>history of this request</b> if it was made previously but not funded.</li> </ol>
<b>Budget Request Amount</b>	Provide a realistic estimate for the cost of the position, if funded. Use Classified Pay Scales provided on HR website.
<b>Priority</b>	Set a priority for each request made in this category.  Only <b>one request</b> in the Facilities category should be given a <b>“High” priority</b> , only <b>one request</b> in this category should be given a <b>“Medium” priority</b> , and all others should be given a <b>“Low” priority</b> .

## Software Navigation

1. From menu on the left, click the **5.3 Full-time Classified Request** sub-heading then click **CHECK OUT**.
2. ***The first time this subsection is checked out*** click **CREATE NEW OPERATIONAL PLAN**.
3. Click **OK** in the pop-up.
4. Click **Select Set** then **SELECT EXISTING SET**.
5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.
6. Click **CONTINUE**.
7. Click "Mapping" checkbox next to the objective this resource would help accomplish.
8. Click **ACCEPT AND RETURN TO PLAN**.
9. Click **Add New Action** under the objective selected in step 7.
10. Complete fields in the template.
11. Click **APPLY CHANGES**.
12. Repeat steps 9-11 to include additional requests in this category.
13. Click **CHECK IN**.
14. Click on next subheading to continue.

**Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

## 5.4. Full-time Administrator Request

### Instructions

Use this subsection only for requesting a **new full-time administrator**. Each request must be linked to the objective that it supports. Complete each section of the template, special attention should be paid to the rationale.

- ✘ **Do not use** for positions that have already been approved but are not yet filled.
- ✘ **Do not use** for positions that are funded through other sources (e.g. Strong Workforce).

Prompt	Instructions
<b>Action Item Title</b>	Create a title for the request.
<b>Position Title &amp; Program</b>	List the position being requested that the program it will serve.  Examples: <i>Child Development Center – Assistant Director</i> <i>Information Technology – Customer Service Coordinator</i>
<b>Rationale</b>	Provide a rationale for the request that includes the following: <ol style="list-style-type: none"> <li>1. A <b>basic job description</b> for the position being requested. If applicable, use existing job descriptions that exist at Rio Hondo, available at the HR website.</li> <li>2. The <b>reason for the request</b> and the anticipated impact it will have on the program, e.g. why this upgrade is needed, how it will improve services to students, etc.</li> <li>3. How the request is <b>supported by data</b> provided in 4.1 Data Analysis and selected objectives.</li> <li>4. The <b>history of this request</b> if it was made previously but not funded.</li> </ol>
<b>Budget Request Amount</b>	Provide a realistic estimate for the cost of the position, if funded.
<b>Priority</b>	Set a priority for each request made in this category.  Only <b>one request</b> in the Facilities category should be given a <b>“High” priority</b> , only <b>one request</b> in this category should be given a <b>“Medium” priority</b> , and all others should be given a <b>“Low” priority</b> .

## Software Navigation

1. From menu on the left, click the **5.4 Full-time Administrator Request** sub-heading then click **CHECK OUT**.
2. ***The first time this subsection is checked out*** click **CREATE NEW OPERATIONAL PLAN**.
3. Click **OK** in the pop-up.
4. Click **Select Set** then **SELECT EXISTING SET**.
5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.
6. Click **CONTINUE**.
7. Click "Mapping" checkbox next to the objective this resource would help accomplish.
8. Click **ACCEPT AND RETURN TO PLAN**.
9. Click **Add New Action** under the objective selected in step 7.
10. Complete fields in the template.
11. Click **APPLY CHANGES**.
12. Repeat steps 9-11 to include additional requests in this category.
13. Click **CHECK IN**.
14. Click on next subheading to continue.

**Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

## 5.5. Facilities Request

### Instructions

Use this subsection to make a resource **request related to facilities, e.g. repairs, improvements, or upgrades to the physical campus environment**. Each request must be linked to the objective that it supports. Complete each section of the template, special attention should be paid to the rationale.

Prompt	Instructions
<p><b>Action Item Title</b></p>	<p>Create a title for the request that includes the work being requested and the location.</p> <p>Examples:  <i>Install Security Gate – Child Development Center</i>  <i>Replace Carpet – Bldg. A, Room 202-205</i>  <i>Clean Student Benches – SS Building, First Floor</i></p>
<p><b>Rationale</b></p>	<p>Provide a rationale for the request that includes the following:</p> <ol style="list-style-type: none"> <li>1. The <b>reason for the request</b> and the anticipated impact it will have on the program, e.g. why this upgrade is needed, how it will improve services to students, etc.</li> <li>2. How the request is <b>supported by data</b> provided in 4.1 Data Analysis and selected objectives.</li> <li>3. The <b>history of this request</b> if it was made previously but not funded.</li> </ol>
<p><b>Budget Request Amount</b></p>	<p>Provide a realistic estimate for the cost of the request, if funded.</p>
<p><b>Priority</b></p>	<p>Set a priority for each request made in this category.</p> <p>Only <b>one request</b> in the Facilities category should be given a <b>“High” priority</b>, only <b>one request</b> in this category should be given a <b>“Medium” priority</b>, and all others should be given a <b>“Low” priority</b>.</p>



## Software Navigation

1. From menu on the left, click the **5.5 Facilities Request** sub-heading then click **CHECK OUT**.
2. ***The first time this subsection is checked out***, click **CREATE NEW OPERATIONAL PLAN**.
3. Click **OK** in the pop-up.
4. Click **Select Set** then **SELECT EXISTING SET**.
5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.
6. Click **CONTINUE**.
7. Click "Mapping" checkbox next to the objective this resource would help accomplish.
8. Click **ACCEPT AND RETURN TO PLAN**.
9. Click **Add New Action** under the objective selected in step 7.
10. Complete fields in the template.
11. Click **APPLY CHANGES**.
12. Repeat steps 9-11 to include additional requests in this category.
13. Click **CHECK IN**.
14. Click on next subheading to continue.

**Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

## 5.6. Technology Request

### Instructions

Use this subsection to make a **resource request related to technology, e.g. upgrades to existing systems, improvement to connectivity, etc.** Each request must be linked to the objective that it supports. Complete each section of the template, special attention should be paid to the rationale.

Prompt	Instructions
<b>Action Item Title</b>	<p>Create a title for the request that includes the item being requested and the location, or program, being supported.</p> <p>Examples:  <i>Wireless Internet Booster – KDA Building</i>  <i>Replacement of Projectors and Computers – B Bldg, Rooms 201, 202, 203</i></p>
<b>Rationale</b>	<p>Provide a rationale for the request that includes the following:</p> <ol style="list-style-type: none"> <li>1. The <b>reason for the request</b> and the anticipated impact it will have on the program.</li> <li>2. How the request is <b>supported by data</b> provided in 4.1 Data Analysis and selected objectives.</li> <li>3. The <b>history of this request</b> if it was made previously but not funded.</li> </ol>
<b>Budget Request Amount</b>	<p>Provide a realistic estimate for the cost of the request, if funded.</p>
<b>Priority</b>	<p>Set a priority for each request made in this category.</p> <p>Only <b>one request</b> in the Budget Augmentation category should be given a <b>“High” priority</b>, only <b>one request</b> in this category should be given a <b>“Medium” priority</b>, and all others should be given a “Low” priority.</p>

## Software Navigation

1. From menu on the left, click the **5.6 Technology Request** sub-heading then click **CHECK OUT**.
2. ***The first time this subsection is checked out***, click **CREATE NEW OPERATIONAL PLAN**
3. Click **OK** in the pop-up.
4. Click **Select Set** then **SELECT EXISTING SET**.
5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.
6. Click **CONTINUE**.
7. Click "Mapping" checkbox next to the objective this resource would help accomplish.
8. Click **ACCEPT AND RETURN TO PLAN**.
9. Click **Add New Action** under the objective selected in step 7.
10. Complete fields in the template.
11. Click **APPLY CHANGES**.
12. Repeat steps 9-11 to include additional requests in this category.
13. Click **CHECK IN**.
14. Click on next subheading to continue.

**Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

## 5.7. Instructional Equipment Request

### Instructions

Use this subsection to make a resource request related to **instructional equipment, e.g. supplies, physical equipment, or material that is used by, or to teach, students**. Requests may be for a one-time purchase (e.g. equipment) or an ongoing cost (e.g. film for cameras). Each request must be linked to the objective that it supports. Complete each section of the template, special attention should be paid to the rationale.

Prompt	Instructions
<b>Action Item Title</b>	<p>Create a title for the request that includes the item being requested and the location, or program, being supported.</p> <p>Examples:  <i>Film Budget – Photography Program</i>  <i>Replacement of Laboratory Glassware – Chemistry</i></p>
<b>Rationale</b>	<p>Provide a rationale for the request that includes the following:</p> <ol style="list-style-type: none"> <li>1. The <b>reason for the request</b> and the anticipated impact it will have on the program.</li> <li>2. How the request is <b>supported by data</b> provided in 4.1 Data Analysis and selected objectives.</li> <li>3. The <b>history of this request</b> if it was made previously but not funded.</li> </ol>
<b>Budget Request Amount</b>	<p>Provide a realistic estimate for the cost of the request, if funded.</p>
<b>Priority</b>	<p>Set a priority for each request made in this category.</p> <p>Only <b>one request</b> in the Instructional Equipment category should be given a <b>“High” priority</b>, only <b>one request</b> in this category should be given a <b>“Medium” priority</b>, and all others should be given a “Low” priority.</p>

## Software Navigation

1. From menu on the left, click the **5.8 Budget Augmentation Request** sub-heading then click **CHECK OUT**.
2. ***The first time this subsection is checked out*** click **CREATE NEW OPERATIONAL PLAN**
3. Click **OK** in the pop-up.
4. Click **Select Set** then **SELECT EXISTING SET**.
5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.
6. Click **CONTINUE**.
7. Click “Mapping” checkbox next to the objective this resource would help accomplish.
8. Click **ACCEPT AND RETURN TO PLAN**.
9. Click **Add New Action** under the objective selected in step 7.
10. Complete fields in the template.
11. Click **APPLY CHANGES**.
12. Repeat steps 9-11 to include additional requests in this category.
13. Click **CHECK IN**.
14. Click on next subheading to continue.

**Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the “Mapping” checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

## 5.8. Budget Augmentation Request

### Instructions

Use this subsection to request an **augmentation to the program budget, e.g. new part-time position, an increase in the percentage of an employee, non-instructional materials, media or software subscriptions, etc.** Generally, requests in this category will be an ongoing expense to the college. Each request must be linked to the objective that it supports. Complete each section of the template, special attention should be paid to the rationale.

Prompt	Instructions
<b>Action Item Title</b>	<p>Create a title for the request that includes the item being requested and the location, or program, being supported.</p> <p>Examples:  <i>Increase in Coordinator Release Time – Math and Science Center</i>  <i>Scholarship Database Annual License – Financial Aid Office</i></p>
<b>Rationale</b>	<p>Provide a rationale for the request that includes the following:</p> <ol style="list-style-type: none"> <li>1. The <b>reason for the request</b> and the anticipated impact it will have on the program.</li> <li>2. How the request is <b>supported by data</b> provided in 4.1 Data Analysis and selected objectives.</li> <li>3. The <b>history of this request</b> if it was made previously but not funded.</li> </ol>
<b>Budget Request Amount</b>	Provide a realistic estimate for the cost of the request, if funded.
<b>Priority</b>	<p>Set a priority for each request made in this category.</p> <p>Only <b>one request</b> in the Budget Augmentation category should be given a <b>“High” priority</b>, only <b>one request</b> in this category should be given a <b>“Medium” priority</b>, and all others should be given a <b>“Low” priority</b>.</p>

## Software Navigation

1. From menu on the left, click the **5.8 Budget Augmentation Request** sub-heading then click **CHECK OUT**.
2. ***The first time this subsection is checked out*** click **CREATE NEW OPERATIONAL PLAN**
3. Click **OK** in the pop-up.
4. Click **Select Set** then **SELECT EXISTING SET**.
5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.
6. Click **CONTINUE**.
7. Click “Mapping” checkbox next to the objective this resource would help accomplish.
8. Click **ACCEPT AND RETURN TO PLAN**.
9. Click **Add New Action** under the objective selected in step 7.
10. Complete fields in the template.
11. Click **APPLY CHANGES**.
12. Repeat steps 9-11 to include additional requests in this category.
13. Click **CHECK IN**.
14. Click on next subheading to continue.

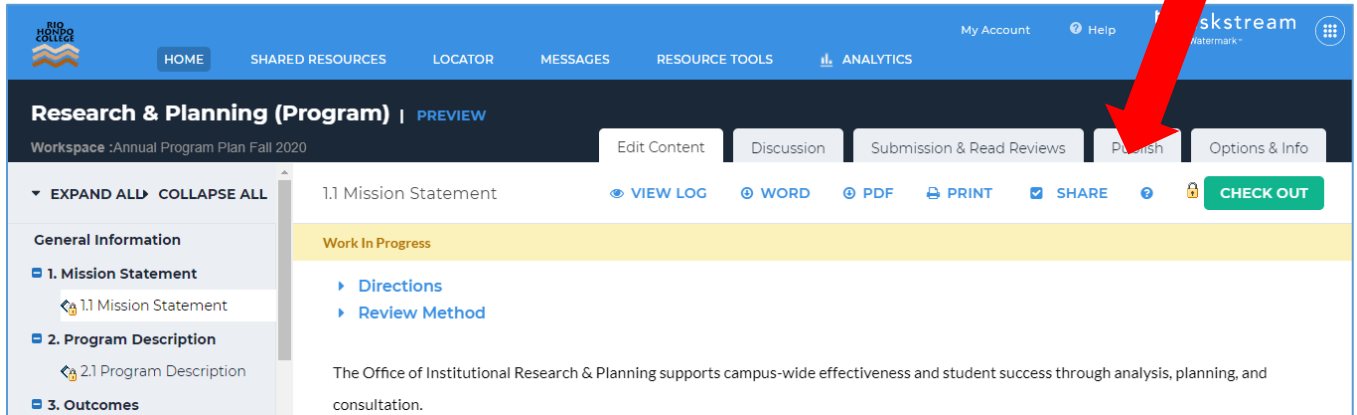
**Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the “Mapping” checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

# 6. Program Plan Submission

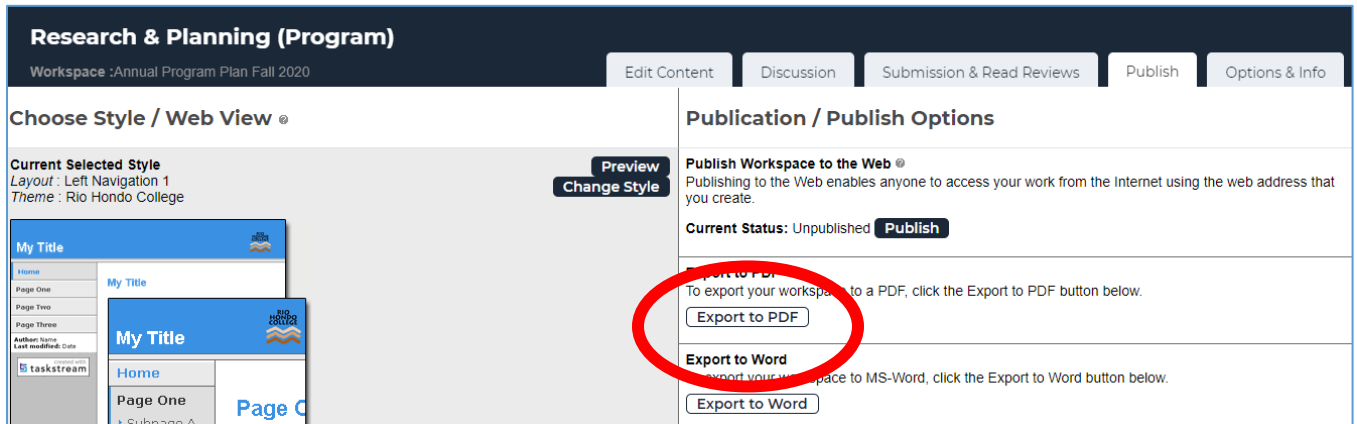
## Instructions

After completing all sections of the program plan, submission is done within the Annual Program Plan workspace.

1. From inside your Annual Program Plan, click the **Publish** tab



2. Click **Export to PDF**.





3. Use checkboxes to select pages to be included in PDF.

**NOTE: Only the title of Appendices (or other attachments) will be visible in the PDF, the content will *not* be visible. If you'd like to include copies of Appendices, attach them in steps 13 and 14 along with the PDF of the plan.**

**Title Page** Preview  
Include title, published by, and dates as specified  
Published by:   
Date(s):  Include date created  
 Include date last modified

**Table of Contents**  
Lists all the pages and sections with accompanying page numbers

**Appendix**  
Because file attachments in your web publication will not be exportable to PDF, you may wish to create an appendix of attachments.

**To create an appendix follow these instructions:**

1. Select files from list below of files you wish to include in appendix (this will add the names of these files to your table of contents if you have selected to include a Table of Contents)
2. Print out each of these files by opening files and then sending to printer (you will be able to do this in the next step).
3. Append these printouts to the PDF that you generate.

Select All

<input type="checkbox"/>	File name	File type	Location
<input checked="" type="checkbox"/>	IRP Outcomes.docx	Word Document (Open XML)	3.1 Assessment Timeline and Closing the Loop

4. Click **CONTINUE**.

**Export to PDF - Select Pages**

**Title Page** Preview  
Include title, published by, and dates as specified  
Published by:   
Date(s):  Include date created  
 Include date last modified

**Table of Contents**  
Lists all the pages and sections with accompanying page numbers

**Appendix**  
Because file attachments in your web publication will not be exportable to PDF, you may wish to create an appendix of attachments.

**To create an appendix follow these instructions:**

1. Select files from list below of files you wish to include in appendix (this will add the names of these files to your table of contents if you have selected to include a Table of Contents)
2. Print out each of these files by opening files and then sending to printer (you will be able to do this in the next step).
3. Append these printouts to the PDF that you generate.

Select All

<input type="checkbox"/>	File name	File type	Location
<input checked="" type="checkbox"/>	IRP Outcomes.docx	Word Document (Open XML)	3.1 Assessment Timeline and Closing the Loop
<input type="checkbox"/>	Fall 20 IRP Program Plan.pdf	Adobe Acrobat Document	6.1. Annual Program Plan Attachment

\* You cannot print this type of file, therefore it cannot be included in the PDF version of this document.

5. **Optional: If Appendices are being created**, click **GENERATE NOW**.

Export to PDF - Generate PDF and Print Attachments

Step 1: Generate the PDF **GENERATE NOW**

Step 2: Click the file name link to print out the attachments that you selected to include in your appendix

File name	File type	Location
<a href="#">IRP Outcomes.docx</a>	Word Document (Open XML)	3.1 Assessment Timeline and Closing the Loop

6. **Optional: If Appendices are being created**, click document name to download these documents.

Export to PDF - Generate PDF and Print Attachments

Step 1: Generate the PDF **GENERATE NOW**

Step 2: Click the file name link to print out the attachments that you selected to include in your appendix

File name	File type	Location
<a href="#">IRP Outcomes.docx</a>	Word Document (Open XML)	3.1 Assessment Timeline and Closing the Loop

7. Click **OK** in pop-up.

An embedded page at folio.taskstream.com says

A notification will be sent to your Message Center after the [PDF/Word document] is processed. You may then download the file from Resource Tools which can be accessed through the main navigation bar on your homepage.

**OK** Cancel

8. Click **RESOURCE TOOLS**.

taskstream by Watermark

HOME SHARED RESOURCES LOCATOR MESSAGES **RESOURCE TOOLS** ANALYTICS

Research & Planning (Program) | PREVIEW

Workspace :Annual Program Plan Fall 2020

Edit Content Discussion Submission & Read Reviews Publish Options & Info

EXPAND ALL COLLAPSE ALL

General Information

- 1. Mission Statement
  - 1.1 Mission Statement
- 2. Program Description
  - 2.1 Program Description

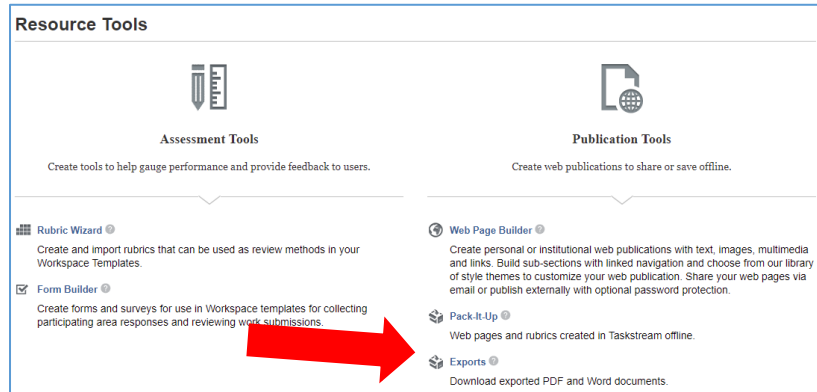
Edit Content:

A number of options are available in this workspace:

- To view, add or edit content, select the item from the panel on your left, and then click 'Check Out'
- To initiate discussion topics or add comments about the content added to these requirements, click the Discussion tab
- Once work is completed, submit items to your designated reviewer via the Submission and Review tab (if this tab does not appear, then review is not required for this Workspace).
- You can also use the 'Share' feature located at the top of each requirement content page to make items visible to others at any time

For more information on any of these options simply click the Help icon at the top of the AMS site.

9. Click **Exports**.



10. Locate document and click **Download** to save on your desktop or other location.

Resource Tools

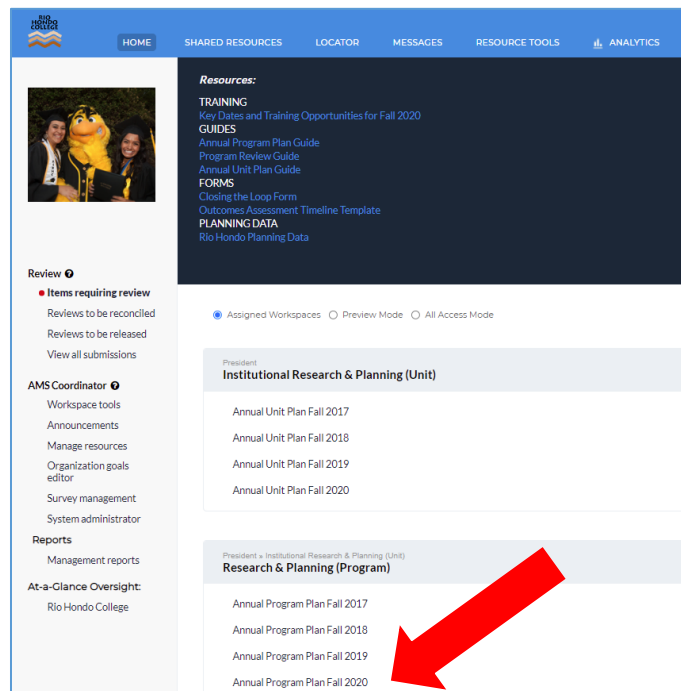
**Exports**

**Directions :** Exports is a place where exported PDF and Word documents can be downloaded after processing is completed

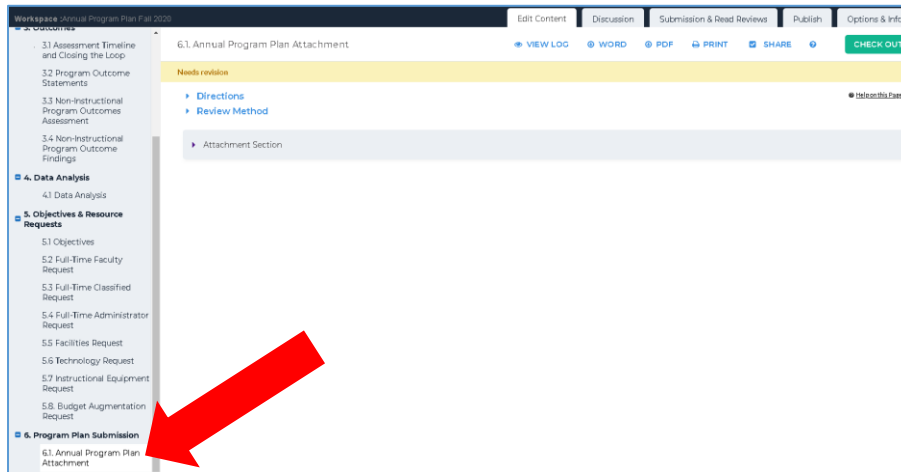
Your Exports ( available for 30 days )

	Annual Program Plan Fall 2020	Research & Planning (Program)	06/29/2021 02:08:20 PM (PDT)	Available	<b>Download</b>
	Annual Program Plan Fall 2020	Research & Planning (Program)	06/29/2021 02:08:08 PM (PDT)	Available	<b>Download</b>

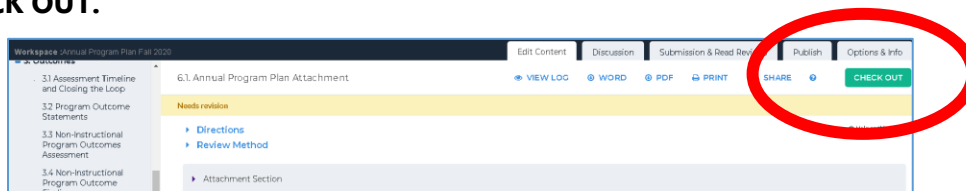
11. Return to your Annual Program Plan Fall 2021 workspace.



12. Click **6.1 Program Plan Attachment**.



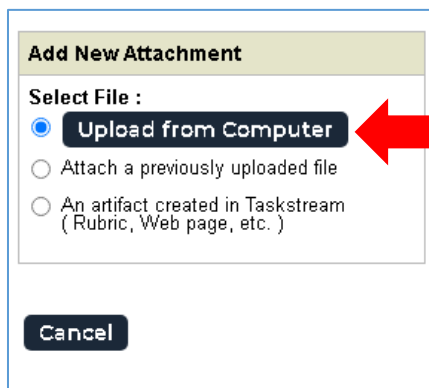
13. Click **CHECK OUT**.



14. Click **Attachments**.

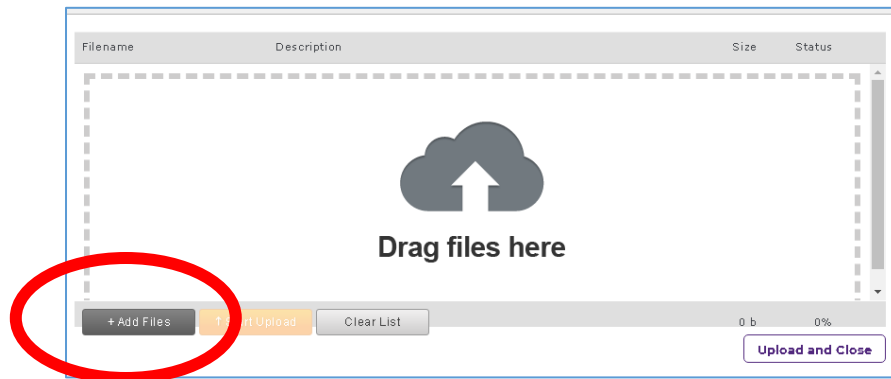


15. Click **Upload from Computer**

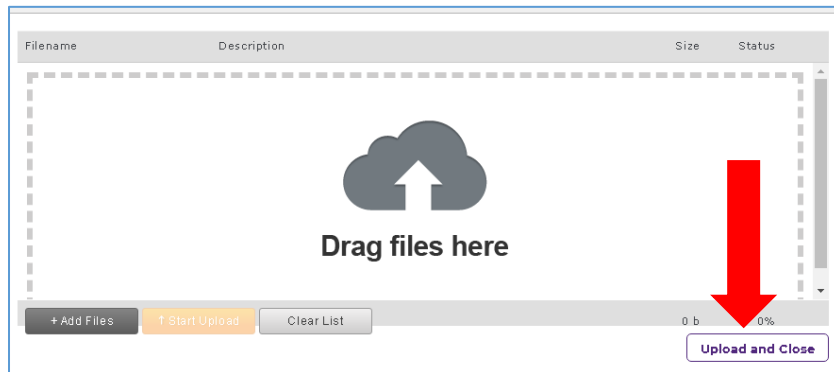


16. Click **Add Files** or drag and drop files onto window.

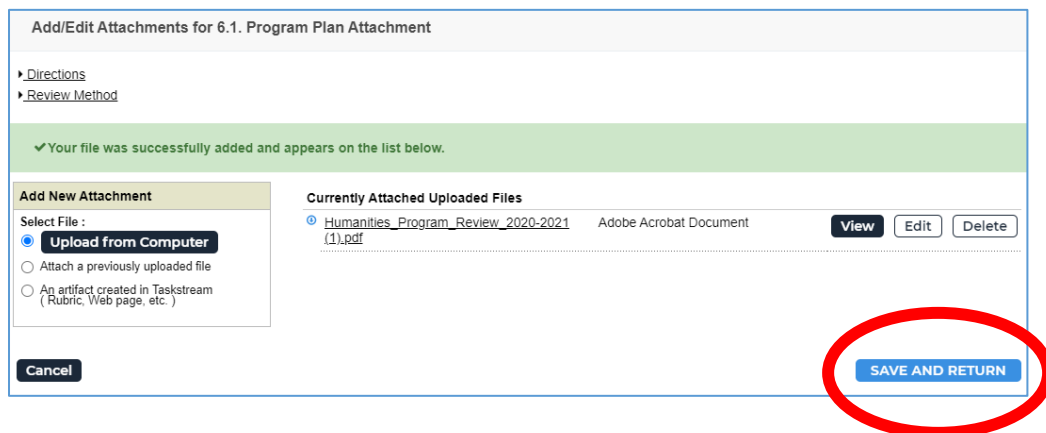
**NOTE: If optional appendices were downloaded for inclusion in submission, drag and drop or include them in select files.**



17. Click **Upload and Close**.

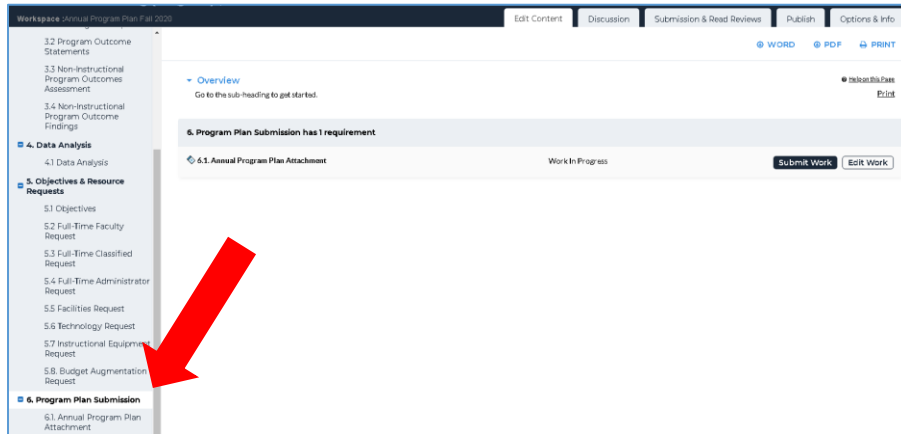


18. Click **SAVE AND RETURN**.

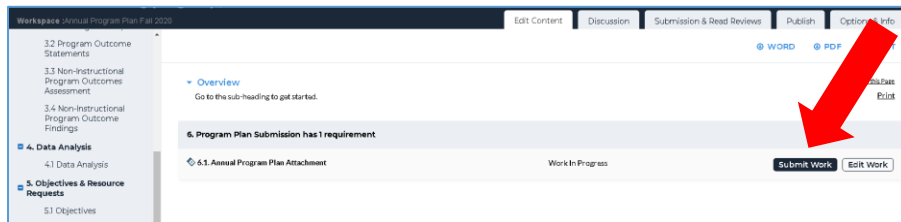


19. Click **CHECK IN**.

20. Click **6. Program Plan Submission.**



21. Click **Submit Work.**



22. Click **YES – SUBMIT MY WORK** in pop-up.

23. **A lock will appear next to 6.1 when your plan has been successfully submitted!**



# Appendix A. Annual Program Plan Template

This template can be used to draft content outside of the Taskstream system.

**To Use:** Copy these headers into a Word document and copy/type content in the desired section.

## 1. Program Mission Statement

The mission statement of the program that guides its activities, objectives, and outcomes.

## 2. Program Description

A brief description of the current program and changes that occurred over the last year. Progress made towards the program's objectives and resource requests from the previous annual program plan, as well as progress towards long term goals, should be provided. The description should also include the program's services and target audience, number of faculty and staff, location, and budget. In addition, details of professional development activities, local grants and statewide initiatives should be described.

### 3.1 Outcome Assessment Timeline

If not previously provided, Course Outcome Assessment Timelines (Instructional) or Outcomes Assessment Timelines (Non-instructional) should be uploaded to Taskstream.

**Note:** Closing the Loop Forms are no longer attached to the Annual Program Plan but instead submitted online via the [Closing the Loop Form](#).

### 3.2 Program Outcome Statements

Record Program Outcome statements in this section.

### 3.3 Non-Instructional Program Outcome Assessment

In this subsection **non-instructional programs** should identify how they are assessing their program level outcomes.

### 3.4 Non-Instructional Program Outcome Findings

In this subsection **non-instructional programs** should report on the findings associated with program outcomes assessment.

## 4. DATA ANALYSIS

**Instructional programs** review and analyze five years of enrollment and achievement data, in order to identify strengths and opportunities and to inform objectives and resource requests for the following year. Instructional programs are also expected to address areas where student achievement rates are below the Institution Set Standard, lower than comparable disciplines, and/or below the division rate.

**Non-Instructional programs** provide program data with analysis of trends in order to identify strengths and opportunities and to inform objectives and resource requests.

### 5.1 Program Objectives

At least one objective should be set for the coming year. Objectives should describe actions (e.g. enhance, expand) that the program will take to move towards program outcomes and long-term goals identified in Program Review.

### 5.2 Full-time Faculty Request

Use this subsection only for requesting a **new full-time faculty member**. Each request should include a rationale that relates to the Data Analysis section.

### 5.3 Full-time Classified Request

Use this subsection only for requesting a **new full-time classified** staff member. Each request should include a job description and a rationale that relates to the Data Analysis section.



#### 5.4 Full-time Administrator Request

Use this subsection only for requesting a **new full-time administrator**. Each request should include a job description and a rationale that relates to the Data Analysis section.

#### 5.5 Facilities Request

Use this subsection to make a resource **request related to facilities, e.g. repairs, improvements, or upgrades to the physical campus environment.**

#### 5.6 Technology Request

Use this subsection to make a **resource request related to technology, e.g. upgrades to existing systems, improvement to connectivity, etc.**

#### 5.7 Instructional Equipment Request

Use this subsection to make a resource request related to **instructional equipment, e.g. supplies, physical equipment, or material that is used by, or to teach, students**. May be a one-time request (e.g. equipment) or an ongoing request (e.g. film for cameras) depending on the request.

#### 5.8 Budget Augmentation Request

Use this subsection to request an **augmentation to the program budget, e.g. new part-time positions, an increase in the percentage of an employee, additional line items on the program budget.**