DATE: August 26, 2019
TO: Area Managers, Unit Managers, Program Managers
FROM: Institutional Effectiveness Committee (IEC) Chairs – Caroline Durdella & Abbie Perry
Program Review Coordinator – Marie Eckstrom
SUBJECT: 2020-2021 Institutional Planning Process


Planning involves everyone on campus through plan teams, Program Managers, Unit Managers, Area Managers, and committees. Click here for a listing of all Programs, Units, and Areas.

Important dates:
- Program Plans and Program Review Plans due October 18, 2019
- Unit Plans due November 15, 2019
- Program Review Meetings begin on December 2, 2019
- Area Plans due December 18, 2019

Information to help you to get started:
- If this is your first year participating in planning, go to the Institutional Research & Planning (IRP) website to learn how to get started.
- To access the planning software, Taskstream, go to the IRP planning website and click on the Taskstream logo. Log in with your Rio Hondo Username and Password.
- Last year's Program Plans and Program Review Plans can be found in your Taskstream workspace.
- Planning data is available online in Tableau visualizations, or through the IRP channel in AccessRio.
- Seventeen programs are completing a Program Review Plan this year.
  - Program Managers completing Program Review are required to attend a Program Review Orientation. RSVP required to: Rebecca Rayas at rayas@riohondo.edu 562 908-3412.
  - Programs will meet with the Program Review Committee during the week of December 2, 2019. You will be notified when the Program Review meeting sign-up sheet is available.
- Attend Scheduled Trainings to find out more!
- Questions and feedback can be provided via the Planning Helpline 562-463-6644