INSTITUTIONAL PLANNING PROCESS 2020-2021
ANNUAL PROGRAM PLAN CONTENT & NAVIGATION GUIDE

TASKSTREAM ACCESS AND NAVIGATION ...............................................................2
  Taskstream Access ...................................................................................... 2
  General Taskstream Navigation ................................................................. 2
1. MISSION STATEMENT ................................................................................. 3
  1.1. Mission Statement ............................................................................... 3
2. PROGRAM DESCRIPTION (NEW) ...............................................................4
  2.1. Budget, Space Allocation, and Staffing ............................................... 4
  2.2. Projects, Grants, and Initiatives ......................................................... 4
  2.3. Professional Development ................................................................. 5
  2.4. Services and Target Audience .......................................................... 5
  2.5. Program Progress ............................................................................... 6
  2.6. Additional Information ...................................................................... 6
3. OUTCOMES (UPDATED) ............................................................................7
  3.1. Course Outcomes Dialogue – Closing the Loop (Academic Programs) .... 7
  3.2. Program Outcomes (Non-Instructional Programs) ............................... 8
  3.3. Outcomes Assessment (Non-Instructional Programs) ......................... 9
  3.4. Assessment Findings (Non-Instructional Programs) ........................... 10
4. DATA ANALYSIS .......................................................................................11
  4.1. Data Analysis ..................................................................................... 11
5. OBJECTIVES & RESOURCE REQUESTS ..............................................12
  5.1. Program Objectives ........................................................................... 12
  5.2. Full-time Faculty Request .................................................................. 13
  5.3. Full-time Classified Request .............................................................. 14
  5.4. Full-time Administrator Request ....................................................... 15
  5.5. Item, Project, or Part-Time Position ................................................... 16
6. PROGRAM PLAN SUBMISSION .............................................................17
  6.1. Submission .......................................................................................... 17
Taskstream Access and Navigation

Taskstream Access
- Taskstream can be accessed on campus or off campus with any common internet browser.
- Access Taskstream through:
  - Rio Hondo College Institutional Research & Planning website – Go to the planning page and then click on Taskstream logo.
  - Access Rio portal – Go to the Institutional Research & Planning section and click on the Taskstream logo.
- Login using your existing Rio Hondo College username and password.

General Taskstream Navigation
- Once in a workspace template, 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.
- Check Out – Check Out to start a section.
- Subheadings – All data entry is done in subheadings.
- Directions – Content and software directions are on each page.

For assistance, contact the planning helpline: 562-463-6644
1. Mission Statement

The purpose of this section is to ensure alignment between the college’s mission, the program’s mission, and the annual program plan.

1.1. Mission Statement

Instructions

In this section, provide 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 and program review, the mission statement should be 1-2 sentences.

Taskstream Navigation

1. From menu on the left, click the Mission Statement sub-heading then
2. Click Edit and enter, or edit, mission statement
3. When finished, click SUBMIT, click Return to Work Area if prompted, then

Rio Hondo College Mission Statement

Rio Hondo College is committed to the success of its diverse students and communities by providing dynamic educational opportunities and resources that lead to degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning.
2. Program Description (New)

The purpose of this section is to provide an accurate description of the program and report changes from the previous year.

2.1. Budget, Space Allocation, and Staffing

**Instructions**
Provide a description of the program budget. Give the total number of current faculty, staff, and administrators and indicate if they are full or part-time. Describe where the program is located including building and room numbers where applicable.

**Taskstream Navigation**
1. From menu on the left, click the sub-heading then
2. Click and add information about your program
3. When finished, click then

2.2. Projects, Grants, and Initiatives

**Instructions**
Describe current projects, grants, or statewide initiatives that are impacting the program, or have impacted it over the last year.

**Taskstream Navigation**
1. From menu on the left, click the sub-heading then
2. Click and add information about your program
3. When finished, click then
2.3. Professional Development

Instructions
Describe opportunities for professional development and level of participation by program staff over the last year.

Taskstream Navigation
1. From menu on the left, click the Professional Development sub-heading then CHECK OUT
2. Click Text & Image and add information about your program
3. When finished, click SAVE AND RETURN then CHECK IN

2.4. Services and Target Audience

Instructions
Describe the services offered by the program and the target audience, noting any changes that have happened over the last year.

Taskstream Navigation
1. From menu on the left, click the Services and Target Audience sub-heading then CHECK OUT
2. Click Text & Image and add information about your program
3. When finished, click SAVE AND RETURN then CHECK IN
2.5. Program Progress

Instructions
Describe progress on the program’s objectives from last year’s annual plan and note the status of resource requests.

Taskstream Navigation
1. From menu on the left, click the Program Progress sub-heading then CHECK OUT
2. Click Text & Image and add information about your program
3. When finished, click SAVE AND RETURN then CHECK IN

2.6. Additional Information
Include any additional information about the program in this section, if needed.
3. Outcomes (Updated)

3.1. Course Outcomes Dialogue – Closing the Loop (Academic Programs)

Subsection only required for Academic Programs and Student Services Programs offering courses.

Instructions

This section has two purposes: 1) integrate course outcomes dialogue into the annual planning process, 2) record the course outcomes assessment cycle.

1) **Course outcomes dialogue** – Attach the Closing the Loop document or copy and paste the text into the box provided. Include separate documentation for each course.

   The documentation should respond to the prompts on the Closing the Loop document including: themes of success and how can faculty members build upon these achievements, areas of improvement identified, resources needed to ensure those improvements come to fruition, course revisions, and action items.

2) **Course Outcomes Assessment Cycle** – Download and complete the document attached in the Taskstream workspace. Upload the completed document to include it in your program plan. Include separate documentation for each course.

Taskstream Navigation

1. From menu on the left, click Course Outcomes Dialogue sub-heading then CHECK OUT
2. Click and add information about course outcomes dialogue
3. When finished, click SAVE AND RETURN
4. Click and add required attachments then CHECK IN

Use **CTRL+C** and **CTRL+V** to copy and paste into Taskstream.
3.2. Program Outcomes (Non-Instructional Programs)

Subsection only required for Student Services and Non-Instructional Programs.

Instructions
Create a set of outcomes for your program. If outcomes were previously created and entered into Taskstream, select the set to include them in this year’s plan.

Outcomes 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 measureable.

Taskstream Navigation
1. From menu on the left, click the Program Outcomes subheading then CHECK OUT
2. If program outcomes were previously entered, click SELECT EXISTING SET
   • Click radio button next to the desired outcome set, e.g. “[Program] Outcome Set 2019-2020” then CONTINUE, this will populate the selected set
   • Click Edit Set Name/Properties and rename the set to “[Program] Outcome Set 2020-2021” then CONTINUE
   • If needed, edit or update the program outcomes
3. If program outcomes were not previously entered, click CREATE NEW SET
   • In Set Name field, enter “[Program] Outcomes 2020-2021” and check box to Designate Alignment/Mapping Preference then CONTINUE
   • Click Create New Outcome
   • Enter outcome, use description box if needed, then CONTINUE
   • If needed, select Add another outcome or select Back to all outcome sets
4. Do not add mapping
5. When finished, click SAVE AND RETURN then CHECK IN

Annual Program Plan 8
3.3. Outcomes Assessment (Non-Instructional Programs)

Subsection only required for Student Services and Non-Instructional Programs.

Instructions

This section has two purposes: 1) describe assessment method for each program outcome, 2) provide program outcome assessment cycle.

1) **Outcome Assessment** – Complete the template to provide information about assessment of outcomes.

2) **Program Outcome Assessment Cycle** - Download and complete the document attached in the Taskstream workspace. Upload the completed document to include it in your program plan.

<table>
<thead>
<tr>
<th>Measure Title</th>
<th>Title of how you are measuring your outcomes, e.g. Student Survey, Internal Review of Program Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure Type</td>
<td>Select from dropdown</td>
</tr>
<tr>
<td>Measure Level</td>
<td>Select “Program” from dropdown</td>
</tr>
<tr>
<td>Details/Description</td>
<td>Provide details of the measure, e.g. annual survey of users asking about knowledge gained from workshop.</td>
</tr>
<tr>
<td>Acceptable Standard</td>
<td>Describe the minimum standard for your outcome, e.g. 75% of users will be satisfied, 80% of mail will be distributed in 3 days.</td>
</tr>
<tr>
<td>Ideal Standard</td>
<td>Describe the ideal standard for your outcome, e.g. 95% of users will be satisfied, 90% of mail will be distributed within three days.</td>
</tr>
<tr>
<td>Key Personnel</td>
<td>Describe who is responsible for the assessment</td>
</tr>
<tr>
<td>Attachment</td>
<td>Attach program outcome assessment cycle using form provided.</td>
</tr>
</tbody>
</table>

Taskstream Navigation

1. From menu on the left, click the **Outcomes Assessment** subheading then **CHECK OUT**.

   **The first time this subsection is checked out**, the relevant outcome set will need to be selected. After CHECK OUT, click CREATE NEW ASSESSMENT PLAN then 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.

2. Locate the desired outcome and click **Add New Measure** on right

3. **If a measure was not previously created** complete the Measure Information template then click **Apply Changes**

4. **If a measure was previously created**, click **Import Measure** and use the radio button to select a measure from the list then click **Copy Selected**
   - Edit the fields as needed, this will not edit the original entry.
   - Click **Apply Changes** and when finished click **Check In**
3.4. Assessment Findings (Non-Instructional Programs)

**Instructions**

The purpose of this subsection is to report on the findings associated with outcomes assessment. Report on your assessment findings. Reflect on the findings and provide recommendations on how to maintain or improve in the future.

- **Summary of Findings**: Analyze program outcomes data and identify the primary findings that should be noted.
- **Results**: Provide the results of your outcomes assessment.
- **Recommendations**: Based on results, identify recommendations for improvements in the future.
- **Reflections/Notes**: Include additional reflections or notes as needed.
- **Acceptable Standard**: Select Met, Not Met, or Exceeded.
- **Ideal Standard**: Select Moving Away or Approaching.

**Taskstream Navigation**

1. From menu on the left, click the **Assessment Findings** sub-heading then.
2. Scroll down to locate the Assessment entered in the previous subsection and click on right.
3. Enter Findings into the template then click.
4. Repeat steps 2 and 3 for each outcome that you want to report then.

- Only one set of findings can be added to an assessment measure.
- If additional findings are needed, create a second measure using the IMPORT MEASURE function and add findings to the new measure.
4. Data Analysis

The purpose of this section is to identify program strengths, find opportunities for program improvement, and identify resource needs.

4.1. Data Analysis

Instructions

**Academic Programs:**

Review and analyze planning data for your program. Include analysis of the following:

- a. **Enrollment trends** such as FTES, fill rates, sections offered, and efficiency (FTES/FTEF)
- b. **Student achievement** outcomes such as course success and retention and course success and retention by modality particularly as it concerns distance education,
- c. **Equity gaps** in student achievement outcomes such as course success and retention.

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.

**Student Services & 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 Academic Programs.

**Taskstream Navigation**

1. From menu on the left, click the **Data Analysis** sub-heading then **CHECK OUT**
2. Click **Text & Image** and add information about your program
3. When finished, click **SAVE AND RETURN** then **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. They should be observable and measurable so that progress, or completion, can be reported the following year. Each objective should be mapped to one or more institutional objective that it relates to.

Taskstream Navigation

1. From menu on the left, click the sub-heading then CHECK OUT
2. Click or
3. If CREATE NEW SET (NOTE: Use this option if you have not previously created an action plan or if using the information from last year is not practical.)
   - Create set of objectives called “[Program] Objectives [Year]-[Year]”
   - Check box to Designate Alignment/Mapping then click CONTINUE
   - Click type objective in box, add description if desired then click CONTINUE
   - Click then use dropdown to select Goal sets distributed to [Program] then click CONTINUE
   - Click radio button next to Institutional Goals & Objectives then click CONTINUE
   - Select at least one Institutional Objective to correspond to your program objective
   - Repeat steps 6-10 for each new objective then CHECK IN
4. If SELECT EXISTING SET
   - Select radio button next to action plan then click CONTINUE
   - Edit outcomes or details, if needed then click CHECK IN
5.2. Full-time Faculty Request

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

Program – Position Title
Provide the program and position being requested, e.g. Transfer Center – Counselor, Photography – Full-time Instructor.

Rationale
Explain the reason for the request and the anticipated impact it will have on the program.

Budget Request Amount
All full-time faculty requests should be listed as $100,000.

Priority
Set a priority that situates the request among other requests made by the program in this category.

Taskstream Navigation
1. From menu on the left, click the sub-heading then click CHECK OUT.

   The first time this subsection is checked out, the relevant objective set will need to be selected. After CHECK OUT, click COPY EXISTING PLAN AS STARTING POINT, select Objective Set created for 2020-2021, click SUBMIT then proceed to step 2.

2. Click Select Set then SELECT EXISTING SET.

3. Select the applicable [Program] Objectives for 2020-2021 then click CONTINUE.

4. Select the applicable Objective related to the resource being requested then ACCEPT AND RETURN TO PLAN.

5. Click Add New Action and then add Title (resource being requested) and details as indicated in the template then click APPLY CHANGES then CHECK IN.
# 5.3. Full-time Classified Request

## Instructions

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

<table>
<thead>
<tr>
<th>Program – Position Title</th>
<th>Provide the program and position being requested, e.g. Student Center – Clerk Typist II, and program Marketing and Communications - Graphic Designer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Job Description</strong></td>
<td>Provide a basic job description for the position being requested.</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>Explain the reason for the request and the anticipated impact it will have on the program.</td>
</tr>
<tr>
<td><strong>Budget Request Amount</strong></td>
<td>Provide a realistic estimate for the cost of the position, if funded.</td>
</tr>
<tr>
<td><strong>Priority</strong></td>
<td>Set a priority that situates the request among other requests made by the program in this category.</td>
</tr>
</tbody>
</table>

## Taskstream Navigation

1. From menu on the left, click the sub-heading then click **CHECK OUT**

   **The first time this subsection is checked out** the relevant objective set will need to be selected. After CHECK OUT, click COPY EXISTING PLAN AS STARTING POINT, select Objective Set created for 2020-2021, click SUBMIT then proceed to step 2.

2. Click **SELECT SET** then **SELECT EXISTING SET**

3. Select the applicable [Program] Objectives for 2020-2021 then click **CONTINUE**

4. Select the applicable Objective related to the resource being requested then **ACCEPT AND RETURN TO PLAN**

5. Click **Add New Action** and then add Title (resource being requested) and details as indicated in the template then click **APPLY CHANGES** then **CHECK IN**
5.4. Full-time Administrator Request

Instructions
Use this subsection only for requesting a full-time administrator. Link each request to an objective that is supports. Complete each section of the template, special attention should be paid to the rationale.

Program – Position Title
Provide the program and position being requested, e.g, Child Development Center – Director, Information Technology – Associate Director.

Rationale
Explain the reason for the request and the anticipated impact it will have on the program.

Budget Request Amount
Provide a realistic estimate for the cost of the position, if funded.

Priority
Set a priority that situates the request among other requests made by the program in this category.

Taskstream Navigation
1. From menu on the left, click the sub-heading then click CHECK OUT.

   *The first time this subsection is checked out, the relevant objective set will need to be selected. After CHECK OUT, click COPY EXISTING PLAN AS STARTING POINT, select Objective Set created for 2020-2021, click SUBMIT then proceed to step 2.*

2. Click Select Set then SELECT EXISTING SET.

3. Select the applicable [Program] Objectives for 2020-2021 then click CONTINUE.

4. Select the applicable Objective related to the resource being requested then ACCEPT AND RETURN TO PLAN.

5. Click Add New Action and then add Title (resource being requested) and details as indicated in the template then click APPLY CHANGES then CHECK IN.
5.5. Item, Project, or Part-Time Position

**Instructions**

Use this subsection to request an item, project, or part-time position. Link each request to an objective that supports. Complete each section of the template, special attention should be paid to the rationale.

**Program - Position Title (%)**

Provide the program, title, and percentage of the position being requested, e.g. Transfer Center – Counselor (25%), CTE – Research Analyst (50%)

**Rationale**

Explain the reason for the request and the anticipated impact it will have on the program.

**Location (if applicable)**

Provide the intended location for items and projects.

**Budget Request Amount**

Provide a realistic estimate for the cost of the position, if funded.

**Priority**

Set a priority that situates the request among other requests made by the program in this category.

**Taskstream Navigation**

1. From menu on the left, click the sub-heading then click **CHECK OUT**

   *The first time this subsection is checked out*, the relevant objective set will need to be selected. After **CHECK OUT**, click **COPY EXISTING PLAN AS STARTING POINT**, select Objective Set created for 2020-2021, click **SUBMIT** then proceed to step 2.

2. Click **Select Set** then select **SELECT EXISTING SET**

3. Select the applicable [Program] Objectives for 2020-2021 then click **CONTINUE**

4. Select the applicable Objective related to the resource being requested then **ACCEPT AND RETURN TO PLAN**

5. Click **Add New Action** and then add Title (resource being requested) and details as indicated in the template then click **APPLY CHANGES** then **CHECK IN**
6. Program Plan Submission

The purpose of this section is to submit your Annual Program Plan within Taskstream and “lock” the workspace to prevent additional changes.

6.1. Submission

Instructions
Annual Program Plans should be submitted using the steps below. It is recommended that the program also keep a PDF on file.

Taskstream Navigation
1. Create a PDF of the plan
   • Click the Publish tab
   • Click Export to PDF
   • Select pages to be included and then "CONTINUE»
   • Click OK in pop-up
2. Download the PDF
   • Go to RESOURCE TOOLS
   • Click \Exports then locate PDF and click Download
   • Save PDF on computer desktop
3. Upload the PDF to your workspace
   • Return to your program workspace
   • Click the Submission sub-heading and "CHECK OUT"
   • Click to add Attachments then Upload from Computer
   • Click and locate PDF on desktop then click Open then SAVE AND RETURN
4. Submit the Plan
   • Click on Program Plan Submission section
   • Click Submit Work or Edit Work then click YES – SUBMIT MY WORK

Note: This will “lock” the workspace. The workspace can be unlocked by a user any time before review starts.