



INSTITUTIONAL RESEARCH AND PLANNING

2021-2022 INSTITUTIONAL PLANNING PROCESS

DATE: August 23, 2021
TO: Area Managers, Unit Managers, Program Managers
FROM: Institutional Effectiveness Committee (IEC) Chairs – Caroline Durdella & Julio Flores
Program Review Coordinator – Marie Eckstrom
SUBJECT: 2021-2022 Institutional Planning Process

FLEX Day Fall 2021 begins the 2021-2022 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 15, 2021
- ★ Unit Plans due November 5, 2021
- ★ Area Plans due November 23, 2021
- ★ Program Review Meetings begin on December 6, 2021

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.
- ★ [Nineteen 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: Isai Orozco at iorozco@riohondo.edu 562 908-3412.
 - ✓ Programs will meet with the Program Review Committee during the week of December 6, 2021. 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