Program Review & Resource Request Process

DRAFT Standard Operating Procedure (SOP)

As of August 20, 2024

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to provide clear and concise instructions for the consistent execution of the annual college-wide program review and resource request process. This document details "who does what, when" to ensure the process is followed consistently and with integrity each year.
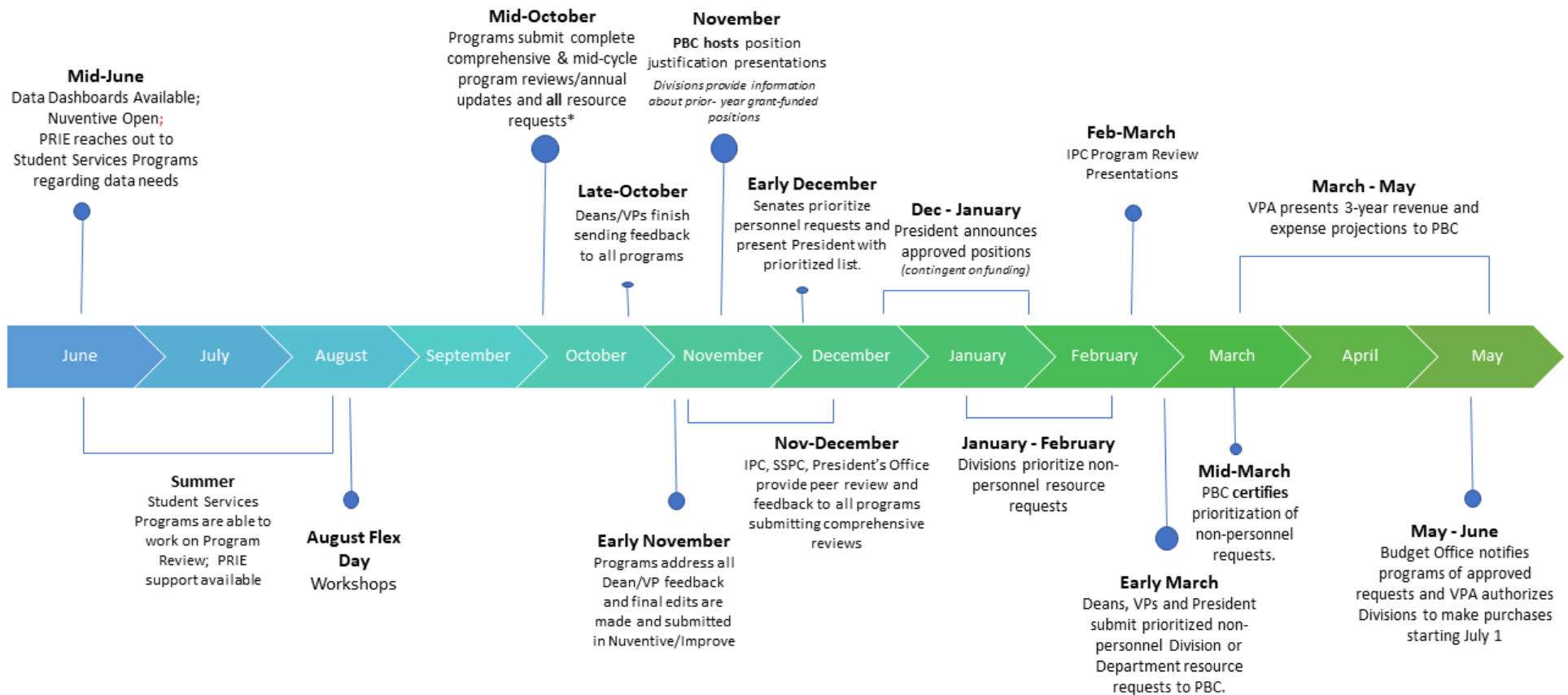
Responsibilities by Responsible Party:

Group	Program Review Process Responsibilities
Academic Senate (website)	As part of 10+1, Academic Senate has primary responsibility for the processes for instructional program review, instructional planning, and budget development.
Classified Senate	As part of the personnel resource request process, prioritize classified positions by early December.
Instructional Planning Council (IPC) (website)	1. Develop and oversee the annual process of instructional program review (on behalf of Academic Senate) 2. Provide feedback on instructional program review narratives in accordance with the Academic Senate guidelines. 3. Evaluate the instructional program review process yearly. 4. Host Instructional Program Review presentations (this could include a collaboration with SSPC). 5. Coordinate the annual program review college-wide process (including the timeline, communication, and due dates) in collaboration with all councils and appropriate work groups.
Student Services Planning Council (SSPC) (website)	1. Develop, implement, and evaluate a Student Services planning cycle (including staffing, equipment, facilities and budgetary needs.) 2. Make recommendations to College Planning and Budgeting Council regarding prioritization of resources advancing the Strategic Goals regarding Student Services.

Group	Program Review Process Responsibilities
Planning & Budgeting Council (PBC) (website)	1. Ensure that the Instructional Planning Council (IPC) and Student Services Planning Council (SSPC) implement annual cycles of Program Review as well as Student Learning Outcomes and Service Area Outcome assessments that allow for continuous improvement. 2. Host position proposal presentations each year in November.
PBC Program Review Sub-Committee (website)	1. Recommend annual timeline and due dates for the program review process for IPC, SSPC, and PBC approval. 2. Facilitate and ensure regular messaging about the program review process is communicated to appropriate campus stakeholders on a timely basis. 3. Meet several times each term to support regular coordination across instructional, administrative, and student services programs. 4. Report regularly to IPC, SSPC, and PBC.
Office of Planning, Research, and Institutional Effectiveness (PRIE) (website)	1. Provide leadership for the PBC Program Review Sub-Committee. Organize timely meetings, set agendas, and facilitate collaboration across all parties. 2. In collaboration with the PBC Program Review Sub-Committee, ensure the Program Review website and college-wide communication about the program review timeline and processes are accurate and timely. 3. Provide data, analysis, and custom research as needed to support the ability of instructional and student services programs to answer their comprehensive program review questionnaires completely and accurately. 4. Provide data coaching, offer flex day trainings, and other 1:1 support for programs as they review and interpret their data. 5. Support the management of Nuventive as the repository for all program review, assessment, and resource requests data. Export this data and ensure there is integrity in the data before submitting it to Deans and Vice Presidents for their prioritization processes. 6. In collaboration with the PBC Co-Chairs and the President's Office, schedule the new position proposal presentations.
Deans and Vice Presidents	1. Work with the programs under their supervision to ensure they are able to complete the process on time (or apply for an extension). 2. Provide feedback on submitted program reviews in Nuventive by the expected due date. 3. Ensure all resource requests in their Division are clearly entered into Nuventive and prioritized by early March in a process consistent with PBC's Resource Prioritization Process.

Group	Program Review Process Responsibilities
Instructional Technologist and ASLT Dean	Provide technical assistance to faculty and staff to access the Nuventive platform and serve as one of two (with PRIE) lead contacts with Nuventive to ensure the platform is operating effectively.

Cañada College: Program Review Timeline

Mid-June
Data Dashboards Available; Nuventive Open; PRIE reaches out to Student Services Programs regarding data needs

Mid-October
Programs submit complete comprehensive & mid-cycle program reviews/annual updates and **all** resource requests*

November
PBC hosts position justification presentations
Divisions provide information about prior-year grant-funded positions

Late-October
Deans/VPs finish sending feedback to all programs

Early December
Senates prioritize personnel requests and present President with prioritized list.

Dec - January
President announces approved positions
(contingent on funding)

Feb-March
IPC Program Review Presentations

March - May
VPA presents 3-year revenue and expense projections to PBC

Summer
Student Services Programs are able to work on Program Review; PRIE support available

August Flex Day
Workshops

Early November
Programs address all Dean/VP feedback and final edits are made and submitted in Nuventive/Improve

Nov-December
IPC, SSPC, President's Office provide peer review and feedback to all programs submitting comprehensive reviews

January - February
Divisions prioritize non-personnel resource requests

Early March
Deans, VPs and President submit prioritized non-personnel Division or Department resource requests to PBC.

Mid-March
PBC **certifies** prioritization of non-personnel requests.

May - June
Budget Office notifies programs of approved requests and VPA authorizes Divisions to make purchases starting July 1

Revised by PBC on April 5, 2023
*Resource requests include an Annual Update in non-comprehensive program review years.

Chronological Process:

Given the PBC-adopted timeline above, the annual program review and resource request process is as follows:

June:

- The PRIE Office updates data dashboards and packets as soon as possible following the submission of spring grades.
- The PRIE Office and the Instructional Technologist ensure that Nuventive is open for the new cycle and all users have the access they need.
- The PRIE Office reaches out to Student Services programs regarding data needs.

July – August:

- The PRIE Office and Instructional Technologist are available to provide program-level support, including at least one Flex Day Workshop on opening day.

September:

- The PRIE Office, in collaboration with the PBC Program Review (PR) Sub-Committee, prepares and sends out announcements and reminders of the process, the timeline, and the resources available to support programs conducting a comprehensive program review. Reminders are sent through November.
- The PRIE Office, in collaboration with the President and PBC PR Sub-Committee, ensure that the criteria the President will be using to evaluate new position proposals is announced and available on the program review website.

October:

- Programs submit complete comprehensive and mid-cycle programs reviews, annual updates (necessary in "off years" only if a program is requesting resources), and all resource requests in Nuventive by the given due date that year.
- Deans and Vice Presidents finish providing feedback to all programs in Nuventive by the given due date that year.

November:

- Programs address all feedback received from Deans and Vice Presidents and submit final versions of all documents in Nuventive by the given due date that year.
- The PRIE Office, in collaboration with the Instructional Technologist, downloads from Nuventive all of the submitted comprehensive program reviews, annual updates, and resource requests and provides them to the IPC and SSPC co-chairs. [Note: this is a very quick turn-around]. The Instructional Technologist and Marketing Office (web) post to the program-specific program review websites.
- The Instructional Technologist ensures that these submittals are also kept in the document library for each program in Nuventive.
- The PRIE Office, in collaboration with the PBC Co-Chairs and the President's Office, schedules position proposal presentations, providing a presentation template, and reminding programs of the criteria on which the proposals will be evaluated by the President.

- PBC hosts position proposal presentations (Divisions provide information about any grant-funded positions).
- IPC, SSPC, and the President's Office provide peer review feedback to all programs submitting comprehensive program reviews. (This can happen in December as well).

December:

- Senates prioritize personnel requests and present the College President with prioritized lists.

December – January:

- The College President announces approved positions (contingent on funding and other stated criteria).
- The PRIE Office pulls all of the non-personnel resource request data from Nuventive and provides it to the Deans and Vice Presidents to support their prioritization processes in the winter and early spring.

February

- The PRIE Office convenes the PBC PR Sub-Committee to establish the specific due dates for the following annual cycle.
- PBC PR Sub-Committee representatives obtain IPC, SSPC, and PBC feedback on the proposed specific dates for the following cycle.
- Deans and Vice Presidents ensure that their Divisions prioritize non-personnel resource requests coming from their Division in accordance with PBC's guidelines by no later than the second PBC meeting in March.
- IPC and SSPC host program review presentations for those programs that submitted comprehensive program reviews.

March

- Deans and Vice Presidents ensure that their Divisions prioritize non-personnel resource requests coming from their Division in accordance with PBC's guidelines by no later than the second PBC meeting in March.
- Before Spring Break, members of the PBC PR Sub-Committee present the final schedule (due dates) approved by IPC and SSPC to PBC for final approval and adoption by no later than the second PBC meeting in March.
- Any other changes to the process, questionnaires, or other requirements for the following cycle will be finalized by the Sub-Committee and PBC before Spring Break as well.
- The PRIE Office updates the Program Review website with the new cycle and the new due dates for the following year.
- PBC certifies that the prioritization process for non-personnel resource requests has been followed according to PBC's guidelines, after Divisions complete the process of prioritizing resource requests. PBC will collect a brief summary of the process used by each Division from a Dean and a Program Review Author (representative) from each Division. This typically happens during the second PBC meeting in March.

April – May:

- The Vice President of Administrative Services presents three-year review and expense projections to PBC.

- In mid-to-late May, the VPAS announces which non-personnel resource requests have been funded and authorizes Divisions to make purchases starting July 1.
- The PRIE Office and the Instructional Technologist begin working with Nuventive to make any needed updates and prepare for the new cycle.