

**PLANNING AND PROGRAM REVIEW PROCESSES
CREATING A COPY OF A PLAN**

Prepared by Keith Wurtz

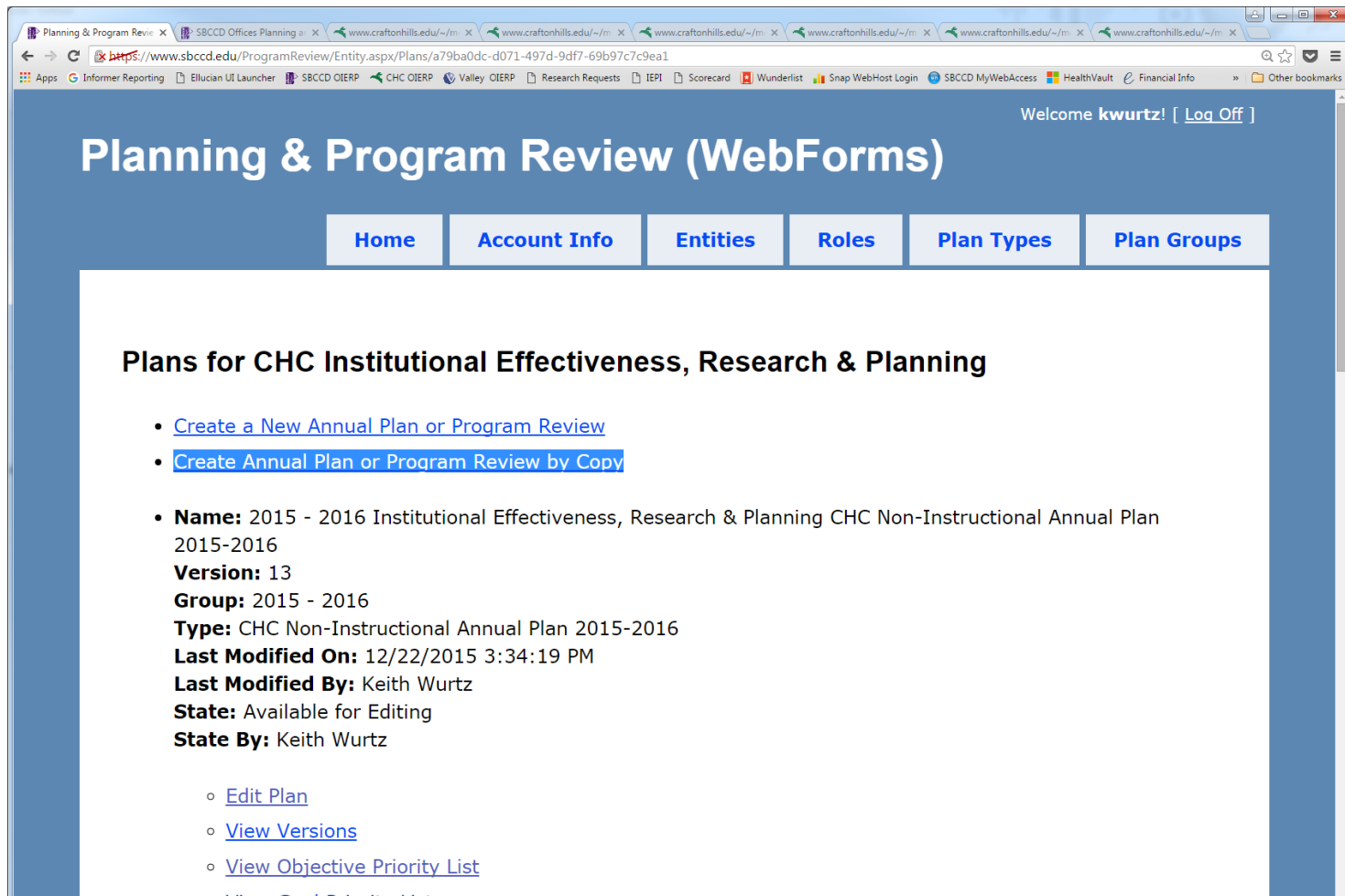
Interim Executive Director, SBCCD Office of
Institutional Effectiveness, Research & Planning



**HOW DO YOU COPY A 2014-2015 PROGRAM
REVIEW TO A 2015-2016 PROGRAM REVIEW?**



STEP 1: CLICK ON “CREATE A PLAN BY COPY”



Welcome kwurtz! [[Log Off](#)]

Planning & Program Review (WebForms)

[Home](#) [Account Info](#) [Entities](#) [Roles](#) [Plan Types](#) [Plan Groups](#)

Plans for CHC Institutional Effectiveness, Research & Planning

- [Create a New Annual Plan or Program Review](#)
- [Create Annual Plan or Program Review by Copy](#)

Name: 2015 - 2016 Institutional Effectiveness, Research & Planning CHC Non-Instructional Annual Plan 2015-2016
Version: 13
Group: 2015 - 2016
Type: CHC Non-Instructional Annual Plan 2015-2016
Last Modified On: 12/22/2015 3:34:19 PM
Last Modified By: Keith Wurtz
State: Available for Editing
State By: Keith Wurtz

- [Edit Plan](#)
- [View Versions](#)
- [View Objective Priority List](#)
- [View Goal Definition List](#)



STEP 2: CHOOSE THE PLAN TO COPY FROM. FOR MOST PEOPLE THIS WILL BE THE MOST RECENT PLAN

Planning & Program Review (WebForms)

[Home](#)[Account Info](#)[Entities](#)[Roles](#)[Plan Types](#)[Plan Groups](#)

[Plans for CHC Institutional Effectiveness, Research & Planning](#) >> New Plan by Copying

Do you want to copy this plan to create a new plan?

*** Plan to Copy From :**

- {empty}
- * {empty}
- * CHC Institutional Effectiveness, Research & Planning: 2010 - 2011: ORP Program Review 2010-2011
- * CHC Institutional Effectiveness, Research & Planning: 2015 - 2016: 2015 - 2016 Institutional Effectiveness, Research & Planning CHC Non-Instructional Annual Plan 2015-2016
- * CHC Institutional Effectiveness, Research & Planning: 2013 - 2014: 2013 - 2014 Institutional Effectiveness, Research & Planning CHC Annual Planning 2013-2014
- * CHC Institutional Effectiveness, Research & Planning: 2012 - 2013: 2012 - 2013 Research and Planning CHC Annual Planning 2012-2013
- * CHC Institutional Effectiveness, Research & Planning: 2011 - 2012: 2011-2012 ORP Annual Plan
- * CHC Institutional Effectiveness, Research & Planning: 2014 - 2015: 2014 - 2015 Institutional Effectiveness, Research & Planning CHC Non-Instructional Program Review 2014-2015



STEP 3: CHOOSE THE PLAN GROUP AND PLAN TYPE. THIS IS THE CURRENT ACADEMIC YEAR AND THE YEAR IN WHICH THE PLAN OR PROGRAM REVIEW IS BEING WRITTEN. THE WEB TOOL WILL NORMALLY DEFAULT TO THE CORRECT PLAN GROUP AND TYPE.

Home	Account Info	Entities	Roles	Plan Types	Plan Groups
----------------------	------------------------------	--------------------------	-----------------------	----------------------------	-----------------------------

[Plans for CHC Institutional Effectiveness, Research & Planning](#) >> **New Plan by Copying**

Do you want to copy this plan to create a new plan?

*** Plan to Copy From :**

*** Plan Group :**

*** Plan Type :**

SBCCD © Copyright 2015



STEP 4: CLICK "YES"

Planning & Program Review (WebForms)

[Home](#) [Account Info](#) [Entities](#) [Roles](#) [Plan Types](#) [Plan Groups](#)

[Plans for CHC Institutional Effectiveness, Research & Planning](#) >> **New Plan by Copying**

Do you want to copy this plan to create a new plan?

* **Plan to Copy From :**
CHC Institutional Effectiveness, Research & Planning: 2014 - 2015: 2014 - 2015 Institutional Effectiveness, Research & Planning CHC Non-Instructional Program Review 2014-2015 ▾

* **Plan Group :** 2015 - 2016 ▾

* **Plan Type :** CHC Instructional Annual Plan 2015-2016 ▾

No Yes

SBCCD © Copyright 2015



