

## Alignment of Program Review Processes

The District Services Planning and Program Review Committee has shifted their timeline to better align with the campuses **and budget development (Christopher added this)**. Traditionally, the District and the Campus Program Review processes begin in September and culminate in May. This created some fundamental difficulties, including:

- District planning was concurrent with campus planning cycles. **– I see this as a plus**
- District planning was based on campus needs from the prior year. **– This still was an issue**
- Campuses were developing new resource requests before knowing the District response to the previous year's requests. **– Interesting, we need to discuss this as a committee. This is what Jeremiah put in pace and it is a fundamental difference in how DSO and CHC/SBVC view its function.**

In order to better align with the campus Program Review processes, the District will shift their timeline so that the bulk of the District Program Review takes place between May – September, after campus program review are complete and results are available and before campuses begin their next program review cycle. **– This was a good approach but it creates conflict as DSO is still planning based on old college priorities. (we'll get deeper into this at the meeting)**

### District Program Review Activities (August – July)

Month	Activities
August	Review previous year's processes and implementation
September	Review 2yr/4yr Evaluations
October	Evaluation of 2yr/4yr review process (all department heads)
November	*Open Meeting Used for planning/discussions with College PR Chairs
December	*Open Meeting Used for planning/discussions with College PR Chairs
January	PR initial needs assessment available from campuses (Meet 2x's this month)
February	Programs complete Resource Request Applications
March	DSOPPRSC Ranks Resource Requests (Meet 2x's this month)
April	Ranked Resource Requests submitted to Chancellors Council
May	Evaluation of RR process (all department heads)
June	Programs complete 4-Year Self-Evaluations and 2-Year Program Updates
July	Programs complete 4-Year Self-Evaluations and 2-Year Program Updates

**\*We would use these months to work on the Resource Request Rubric**

The District Services Planning and Program Review Committee will continue to meet regularly throughout the year and establish an annual calendar of meetings and detailed activities.

### **What we need from the College PR Committees:**

1. Timeline and deadlines for budget development from colleges (ask IEAC for help).
2. Ask them to use categories and budget codes on request application.
3. What info can they provide & when (e.g., basic needs, types of requests. Gives idea of demand).
4. Documentation on what makes a good request (add to our Resource Request Rubric)

## Program Review Process

Program Review consists of a thorough evaluation of district services on a four-year cycle and two-year update that every program or service area must complete, and an annual resource request application process that areas may participate in dependent upon program or service area needs.

### **4-Year Self-Evaluation - How well are you able to execute your plan and your services.**

The 4-Year Self-Evaluation includes: - flush this out.

- Mission and Service Area Outcomes
- Reflection on the mission, purpose, and services provided by the program or service area that supports the mission, goals, and objectives of the campuses and the district
- Analysis of qualitative and quantitative data that demonstrates how well the program or service area is fulfilling its mission, purpose, services, and Service Area Outcomes
- Accomplishments, Opportunities and Challenges
- Analysis of trends within the program or service area
- Short-term and long-term vision and planning objectives

#### **Who has completed the 4-year review?**

1. 2018 – TESS
2. 2019 – DSS (Business, Fiscal, Facilities, Human Resources, Internal Auditing)

#### **Who has not completed the 4-year review?**

1. Human Resources and Police Services
2. Research, Planning, and Institutional Effectiveness
3. Marketing

### **Self-Evaluation Update (2-year review update)**

The requirements and need for district support services can change in a short period of time based on education trends, grant funding, and changes to state, federal, and accreditation requirements. The 2-Year Program Update provides programs or service areas the opportunity to reflect how these changes impacts their areas and update their vision, goals, and objectives accordingly. The 2-Year Program Update focuses on **changes in productivity, staffing, and trends, and updates program progress on or changes to the program's vision, goals, and objectives.**

#### **Who has completed the 2-year update?**

1. 2018 – Marketing, Research, KVCR
2. 2019 – Police
3. 2022 – TESS

#### **Who has not completed the 4-year review?**

1. Business and Fiscal
2. Human Resources and Police Services
3. EDCT

## District Program Review 4-Year Rotation

Summer 2018	Summer 2019	Summer 2020	Summer 2021
<b>4-Year</b>	<b>4-Year</b>	<b>4-Year</b>	<b>4-Year</b>
<b>TESS</b> <ul style="list-style-type: none"> <li>•Administrative Applications</li> <li>•Distance Education</li> <li>•Printing Services</li> <li>•Technical Services</li> </ul>	<b>District Support Services</b> <ul style="list-style-type: none"> <li>•Business Services</li> <li>•Facilities</li> <li>•Fiscal Services</li> <li>•Human Resources</li> <li>•Internal Auditing</li> </ul>	<b>Chancellor's Office</b> <ul style="list-style-type: none"> <li>•District Research</li> <li>•Foundation</li> <li>•Marketing, Public Affairs and Government Relations</li> </ul>	<b>Workforce Development, Advancement &amp; Media Systems*</b>  <b>District Police</b>
<b>2-Year</b>	<b>2-Year</b>	<b>2-Year</b>	<b>2-Year</b>
<b>Chancellor's Office</b> <ul style="list-style-type: none"> <li>•District Research</li> <li>•Foundation</li> <li>•Marketing, Public Affairs and Government Relations</li> </ul>	<b>Workforce Development, Advancement &amp; Media Systems</b>  <b>District Police</b>	<b>TESS</b> <ul style="list-style-type: none"> <li>•Administrative Applications</li> <li>•Distance Education</li> <li>•Printing Services</li> <li>•Technical Services</li> </ul>	<b>District Support Services</b> <ul style="list-style-type: none"> <li>•Business Services</li> <li>•Facilities</li> <li>•Fiscal Services</li> <li>•Human Resources</li> <li>•Internal Auditing</li> </ul>

\* Workforce Development, Advancement & Media Systems includes Workforce Development (formerly EDCT), Advancement (District Grants Office), and Media Systems (Empire Network: KVCR TV-PBS; KVCR FM-NPR; FNX; and Empire Digital)

### NEW CYCLE:

Summer 2022	Summer 2023	Summer 2024	Summer 2025
<b>4-Year</b>	<b>4-Year</b>	<b>4-Year</b>	<b>4-Year</b>
<b>Human Resources</b> <ul style="list-style-type: none"> <li>• Police Services</li> <li>• DEIA</li> </ul> <b>MPA&amp;GR</b>	<b>Education &amp; Student Support Services</b> <ul style="list-style-type: none"> <li>•TESS</li> <li>•EDCT</li> <li>•ORPIE</li> </ul>	<b>District Support Services</b> <ul style="list-style-type: none"> <li>•Business Services</li> <li>•Facilities</li> <li>•Fiscal Services</li> <li>•Internal Auditing</li> <li>•KVCR</li> </ul>	
<b>2-Year</b>	<b>2-Year</b>	<b>2-Year</b>	<b>2-Year</b>
<b>TESS</b> <ul style="list-style-type: none"> <li>•Administrative Applications</li> <li>•Distance Education</li> <li>•Printing Services</li> <li>•Technical Services</li> </ul>	<b>District Support Services</b> <ul style="list-style-type: none"> <li>•Business Services</li> <li>•Facilities</li> <li>•Fiscal Services</li> <li>•Internal Auditing</li> <li>•KVCR</li> </ul>	<b>Human Resources</b> <ul style="list-style-type: none"> <li>•Police Services</li> <li>•DEIA</li> </ul>	<b>Education &amp; Student Support Services</b> <ul style="list-style-type: none"> <li>•TESS</li> <li>•EDCT</li> <li>•ORPIE</li> </ul>

### Notes on the new cycle:

1. The district has been significantly reorganized so we must restart the cycle
2. COVID caused us to lose two years of review
3. The Chancellors Office has decided against participating. However, Marketing is under the Chancellors Office so we'll decide how to handle that.