

Annual Plan & Comprehensive Program Review System



User Handbook

This handbook is an overview of the online program review system. Information about each module as well as key features is included. Content will be updated as improvements are made to the system.

Los Angeles Valley College

2016

9/13/2016

GETTING STARTED

Enter the system by logging in to the site: <https://planning.lavc.edu/ProgramReview/>

Information about the program review process is posted on the Program Effectiveness and Planning Committee Program Review site: <http://lavc.edu/Committees-Workgroups/pepc/programreview.aspx>

Note: The modules are prepopulated with the entry from the prior cycle, including validation.

Updates to content in each of the response areas must be submitted by the specified deadline. Please check with your supervisor/dean regarding internal deadlines.

When you have completed the module contact your dean /supervisor so they can begin the review and validation portion of the process.

MODULES

Modules are sections of the program review. Each section of the program review has a specific focus that is used to identify department/unit needs and is used as input for institutional planning and evaluation. Each section has a set of questions.

Navigate through the modules by clicking on the Module name on the left side.

Data – Enrollment

Analyze trends in enrollment over the period for which data were provided:

- [Enrollment Data \(instructional\)](#)
- Review the [instructions](#) for using the online data tool.
- Compare the discipline level average class size to the college average.
- Is the discipline below the college average?
- Are specific courses driving a lower class average? What limitations are there for increasing average class size?
- What strategies can be implemented to improve the average class size?

Compare discipline enrollment to the college enrollment.

- How does each discipline compare to the college enrollment based on gender?
- How does each discipline compare to the college enrollment based on race/ethnicity?

Data – Student Success

Analyze trends in the data provided.

- [Student Success Data \(instructional\)](#)
- [Service Populations](#)
- [Completions data](#)
- Review the [instructions](#) for using the online data tool.
- Compare each discipline to the college-wide data.
- Identify any disciplines that are below the college average.
- Identify any disciplines with declining success rates.
- Provide a recommended improvement plan.
- Are there disciplines that are above the college average? If so, are there best practices to achieve higher success?

Analyze trends in the [student success data](#) provided.

The institution has established institution set standard for course success at 64%.

- Indicate whether each discipline in your area is performing at the standard.
- Identify courses that are not meeting the standard for successful course completion and provide a recommended improvement plan.
- After reviewing the awards data, please note whether each program in your area met its program completion standard. *Insert the completion number and standards in your response.*
- If the program did not meet its standard, please provide an explanation of how the program intends to improve completions.
- *Please refer to the prior cycle regarding the programs established standard. If no standard was established the unit must do so now.*

Facilities – 2016-2017

Are your current facilities adequate to support your program?

Yes/No

Current Challenges/ Short Term Needs

List and describe any current facilities challenges (e.g. location, quantity, quality) affecting your department's ability to achieve its goals and provide instruction or service.

- Include specific location, including building name and room number.
- Are these challenges being addressed by bond projects or institutional plans?
- Does the department have funding to address the issue?
- How do these needs impact health and safety? (1, health and safety issue, 2 adversely impacts program, 3 will enhance program, 4 other).
- Explain the impact of not doing anything.

Long-Term Needs

What are the department's long term facility needs (3 – 6 years)? Include items to improve functionality and maintain operations.

- *Specific resource requests (e.g. space and facilities improvements) must be made below.*

Institutional Planning

Specify how these **facilities** improvements relate to the Educational Master Plan, other institutional plans, department goals, program review, and outcomes assessment results or improvement plans.

Goals – 2016-2017

Your prior goals have been populated.

Enter new goals and update the status of prior goals.

For each goal:

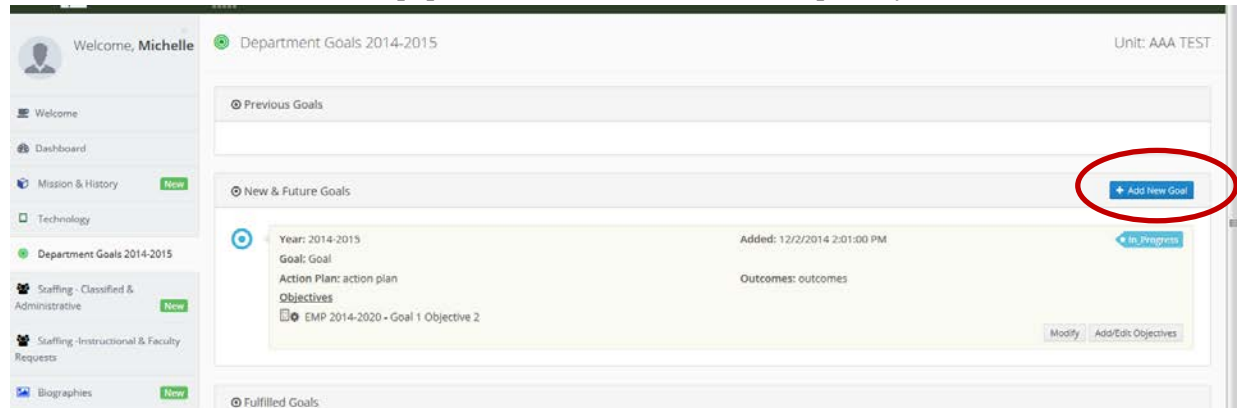
- Connect goals to other *planning items* (e.g. outcomes assessments, grant outcomes, campus initiatives, accreditation standards, compliance requirements).

- Align Goals with institutional plan objectives if applicable. These are specific objectives established in LAVC plans.

Adding & Updating Goals & Goal Status

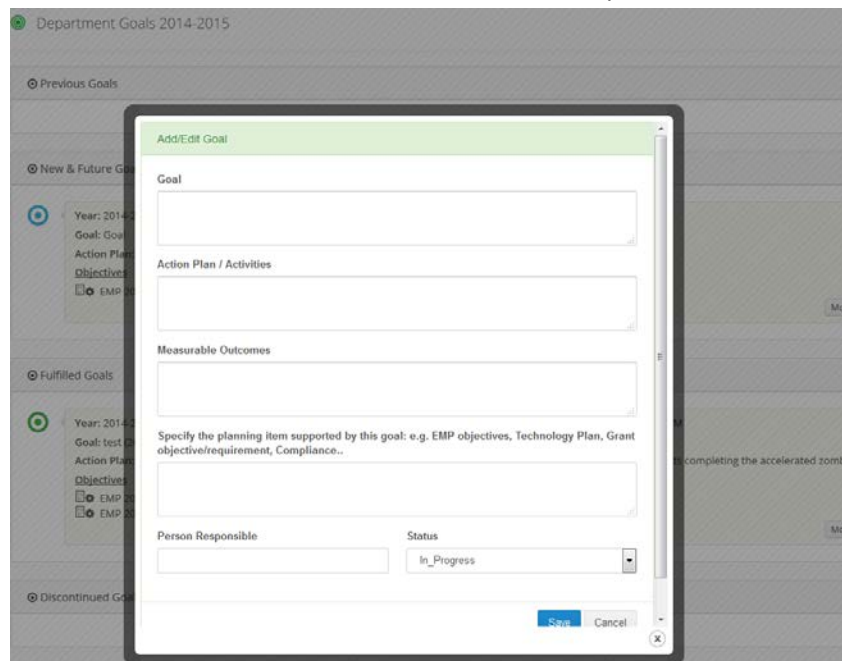
In the Goals Module click on Add a New Goal

The Previous Goals field is auto-populated with the entries from the prior cycle.



A window will appear with the information you need to enter: The goal, the action plan/activities associated with that goal, the measurable outcomes, planning items associated with the goal, the responsible person, and the goal status. Click Save.

- Goals are for the unit/department and not individual/personal goals.
- Goals should be measurable and include specific activities in support of the goal.



Once you have entered the goal information, it will appear in the New and Future Goals box. Fulfilled Goals box, or Discontinued Goals box based on the status you indicated.

New & Future Goals + Add New Goal

Year: 2014-2015 **Added:** 12/2/2014 2:01:00 PM In_Progress

Goal: Goal

Action Plan: action plan **Outcomes:** outcomes

Objectives

EMP 2014-2020 - Goal 1 Objective 2

Fulfilled Goals

Year: 2014-2015 **Added:** 10/28/2014 12:11:00 PM Fulfilled

Goal: test (2013-2104)

Action Plan: Offer walking dead refresher workshop prior to 3rd semester. **Outcomes:** Number of students completing the accelerated zombie pathway.

Objectives

EMP 2014-2020 - Goal 1 Objective 1

EMP 2014-2020 - Goal 1 Objective 2

You may modify a Goal or its Status by clicking on the Modify button in the bottom right corner.

New & Future Goals + Add New Goal

Year: 2014-2015 **Added:** 12/2/2014 2:01:00 PM In_Progress

Goal: Goal

Action Plan: action plan **Outcomes:** outcomes

Objectives

EMP 2014-2020 - Goal 1 Objective 2

When the pop-up window appears you may modify the details of the goal or its status. The new status will appear. Discontinued and Fulfilled Goals will appear in a separate box.

Discontinued Goals

Cycle: 2016-2017 **Goal Year:** 2015 **Added:** 12/2/2014 2:01:00 PM **Discontinued**

Goal: Goal

Action Plan: action plan **Outcomes:** outcomes

Supported Planning Item: **Length:** Short_Term

Person Responsible: Nick **Completion Date:** NA

Discontinue Reason:

Linking Objectives

EMP 2014-2020 - Goal 1 - Objective 2

Cycle: 2016-2017 Goal Year: 2015 Added: 10/28/2014 12:11:00 PM **Fulfilled**

Goal: Increase the number of zombie candidates (2013-2104).

Action Plan: Offer walking dead refresher workshop prior to 3rd semester. Outcomes: Number of students completing the accelerated zombie pathway.

Supported Planning Item: Educational Master Plan USD Scare Grant 2012-2015 Length: Short_Term

Person Responsible: Scare Grant Director, Mr. Evil Completion Date: NA

Results:

Linking Objectives

- EMP 2014-2020 - Goal 1 - Objective 1
- EMP 2014-2020 - Goal 1 - Objective 2

Past Goal Modify Add/Edit Objectives

Linking Goals to LAVC Plan Objectives

Click on the add/edit objectives to link your goal to specific college planning objectives.

New & Future Goals + Add New Goal

Year: 2014-2015 Added: 12/2/2014 2:01:00 PM In Progress

Goal: Goal Outcomes: outcomes

Action Plan: action plan

Objectives

- EMP 2014-2020 - Goal 1 Objective 2

Modify Add/Edit Objectives

Fulfilled Goals

Year: 2014-2015 Added: 10/28/2014 12:11:00 PM Fulfilled

Goal: test (2013-2104)

Action Plan: Offer walking dead refresher workshop prior to 3rd semester. Outcomes: Number of students completing the accelerated zombie pathway.

Objectives

- EMP 2014-2020 - Goal 1 Objective 1
- EMP 2014-2020 - Goal 1 Objective 2

Modify Add/Edit Objectives

Click on the institutional planning item drop-down menu and select the plan.

Add/Edit Goal Objectives

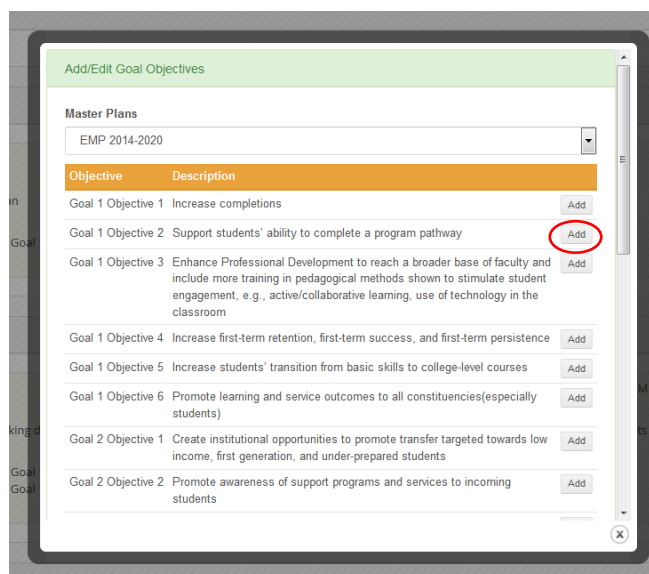
Master Plans

-Select Master Plan-

- Select Master Plan-
- BSI
- EMP 2014-2020
- Master Plan 2
- SSSP Plan
- Technology Plan

Done

Click on the plan specific objective(s) you would like to link the goal to. You may add multiple objectives to a goal.



The linked objectives will appear in the lower left corner.

Cycle: 2016-2017 Goal Year: 2015 Added: 10/28/2014 12:11:00 PM **Fulfilled**

Goal: Increase the number of zombie candidates (2013-2104).
Action Plan: Offer walking dead refresher workshop prior to 3rd semester.
Supported Planning Item: Educational Master Plan USD Scare Grant 2012-2015
Person Responsible: Scare Grant Director, Mr. Evil
Outcomes: Number of students completing the accelerated zombie pathway.
Length: Short_Term
Completion Date: NA

Results:
Linking Objectives

- ⚙️ EMP 2014-2020 - Goal 1 - Objective 1
- ⚙️ EMP 2014-2020 - Goal 1 - Objective 2

Past Goal Modify Add/Edit Objectives

Professional Development 2016-2017

Does the department/program have any planned professional development activities for 2016-2017?

- Which department/program members will participate?
- Are any of these activities facilitated by the department?

What general professional development needs does the department see in the next 2-3 years?

Complete the **Resource Request** if you are making a professional development request.

How will the requested activities (e.g. trainings, workshops) help the department/program reach its goals or support learning/service outcome improvement plans? Include how activities support Equity, SSSP or other institutional plans, if applicable.

Supply Requests 2016-2017

Enter requests for operational and instructional supplies.

- List specific items (i.e. not “general office supplies”). *Check with your division and procurement about obtaining appropriate quotes for items.*
- Include tax and shipping in the cost estimate.
- Eliminate any requests from prior year not being repeated. **The list should only contain current requests.*
- Save the resource request so that it has the appropriate date stamp.

Staffing – Instructional 2016-2017

Update the staffing list based on current employees as of the date of submission.

What issues do the college and your department typically encounter in staffing classes with hourly rate instructors?

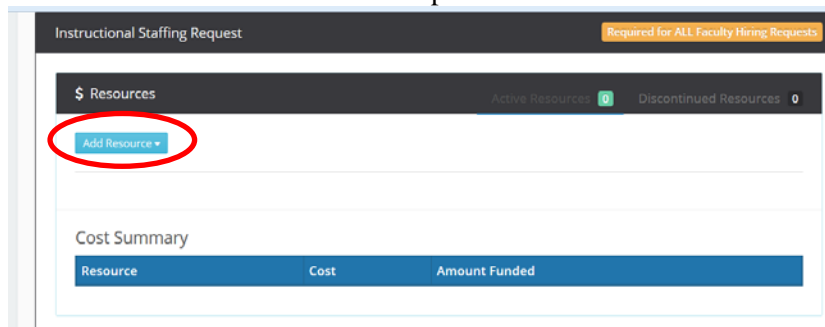
What instructional staffing changes are anticipated in the next year?

Is the current staffing level adequate to meet program goals (as listed in program review and annual plan documents) and college goals (as listed in the college’s Educational Master Plan or other institutional plans)? If not, explain why not. Make sure to reference supporting documents (e.g. annual plans, program review narrative, Educational Master Plan, outcomes assessment) and include any relevant supporting data. *(Limit 250 words)*

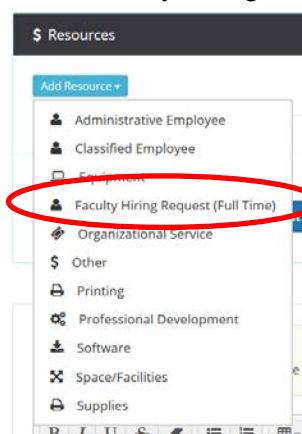
What additional staffing needs will there be in the next two to six years?

Complete the **Resource Request** if you are requesting a position.

- Click on the blue Add Resource dropdown.



- Select Faculty Hiring Request.



- Provide information for each position request separately.

- Give a brief description of the position including the primary instructional responsibilities.
- Indicate the primary department or discipline contact for the request.
- Indicate the priority of the request using the drop down and number the position title in the description.

List the positions requested above in priority order with the highest priority listed first (e.g. #1).

What are your current instructional staffing needs? Explain the need for the requested instructional positions?

Do you have enough office space to accommodate the additional staff? Explain.

- *Additional space requests must be made in the Facilities Module under Add Resource - Space/Facilities.*

Will additional equipment be required to support the additional staff? Specify.

- *Additional equipment requests must be made in the Technology Module under Add Resource - Equipment.*

Technology 2016-2017

What are the department's short term technology needs (1 year) to support goals, improvement plans and functionality?

What are the department's short term technology needs (2-6 year) to support goals, improvement plans and functionality?

- *Specific resource requests must be made below.*

Specify how these technological improvements relate to the Educational Master Plan, other institutional plans, department goals, program review, and assessment results/improvement plans.

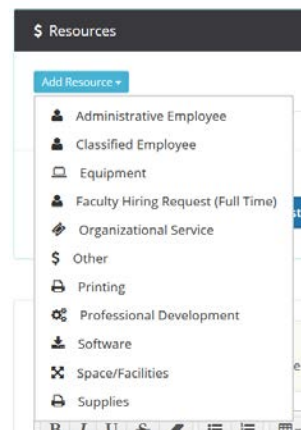
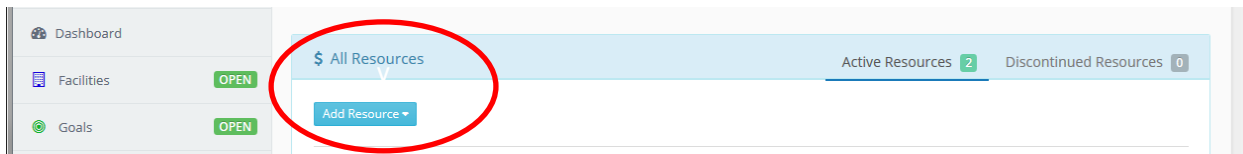
MODULE FEATURES

Resource Requests

All requests for resources must be made using the resource request function in the specific module (e.g. *staffing, professional development, supplies*).

Delete any resource requests that are not being repeated in the current cycle.

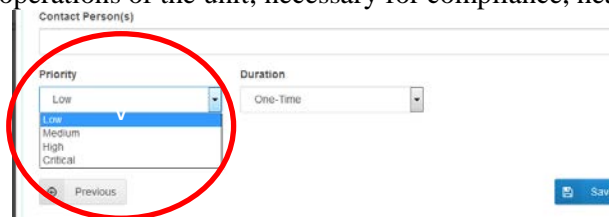
Click the **Add Resource** drop-down within a module to add an item.



Select the appropriate type of request depending on the module:

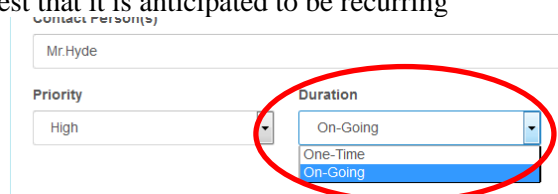
Designate the resource **priority**:

- Low – the unit can continue basic operations/functions without the request
- Medium – the unit can continue with moderate impact to operations and functions; request supports improvement plans
- High – important to the operations of the unit; request is necessary for improvement plans
- Critical – essential to the operations of the unit; necessary for compliance, health, and safety



Designate the **duration** of the request:

- One-Time - a resource request for the current cycle; nonrecurring
- On-Going - a resource request that it is anticipated to be recurring



Rank the requests within the module.

- Use the up and down arrows to put requests in order.

Resource	Cost	Amount Funded
Supplies	\$1,500.00	\$0.00

Save the Resource Request so that it has a current date stamp.

Resource ID: 2971
Last Updated: 6/28/2016 7:11:00 PM

Validation (Completed by deans, supervisor, vice president that oversees the unit.)

When the cycle was rolled over, all content, including validations were copied. Existing validations should be cleared and validations for the current cycle should be dated by the validator to avoid confusion.

Validation – General Modules

The following validation prompts appear in most modules:

Comments for the Program

Please enter your comments **for the program**. Please date your comment and additional comments if issues have been addressed. This box documents the validation dialogue.

Comments for the Review Committee

Please enter comments **for the Review Committee**. The Committee uses this module for institutional planning & decision making. Information should help the committee contextualize responses and requests.

Please indicate none if this box is left blank.

Validation – Data (Success)

Please enter your comments **for the program**. Please date your comment and additional comments if issues have been addressed.

This box documents the validation dialogue.

- *Has the department included the discipline level comparison?*
- *Has the department addressed the performance relative to the college data?*
- *Has the department addressed the performance relative to the institution set standards (64%).*

Please enter comments **for the Review Committee**. The Committee uses this module for institutional planning & decision making. Information should help the committee contextualize responses and requests.

Please indicate none if this box is left blank.

- *Has the department identified trends in the data?*
- *Has the department identified improvement plans or additional data to review?*

Validation – Goals

Goals should go beyond the regular work of the unit or propose new services

The following prompts are specific to the Goals Module:

Comments for the Program

Please enter your comments **for the program**. Goals should be specific, measurable, achievable, realistic, timely and align with the current Educational Master Plan and or other major college plan.

- *Has the alignment window been properly completed?*

Please date your comment and additional comments if issues have been addressed. This box documents the validation dialogue.

Comments for the Review Committee

Please enter comments **for the Review Committee**. The Committee uses this module for institutional planning & decision making. Information should help the committee contextualize responses. Goals should align to the Educational Master Plan, other institutional plan or outcomes improvement plans of the unit.

Validation – Supplies

Supply requests do not include any justification narrative. The module content should be appropriate to the process including requests for instructional and operational purposes not related to other modules and not already included in the operational budgets of any units.

Supply requests are not reviewed by committee, but are prioritized by the Division Head for funding allocations. Validation comments should help the Division Head rank requests and help the college identify trends in requests and plan for future operations. Should additional funding sources be identified, eligible requests can also be considered.

The following validation prompts are specific to the Supplies Module:

Comments for the Program

Please enter your comments **for the program**. Please date your comment and additional comments if issues have been addressed. This box documents the validation dialogue.

- Are requests appropriate? Do requests made in this module belong elsewhere (e.g. technology, professional development)?

Comments for Division Head

Please enter comments **Division Head**. Validation comments are used in institutional planning and prioritization. Information should help contextualize responses and requests.

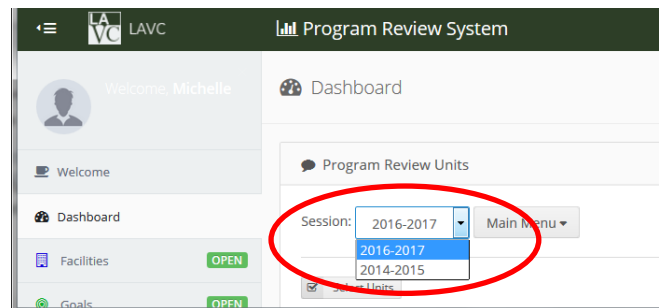
- Please indicate none if this box is left blank.

OTHER FUNCTIONS

Modules

Prior Cycles

To switch sessions, i.e. move between the current cycle (default) and prior cycles, click the drop-down menu in the upper left of the dashboard page.



Note: The first year of system implementation actually took more than 18 months spanning 2 academic years. The Comprehensive Program Review Cycle that ended in 2015-2016 is posted as 2014-2015. (*We began the implementation in 2014-2015 with Faculty Hiring and Goals Modules and the distribution of surveys. Those modules were repeated *within the session* along with the remaining program review modules.)

Reports

Users may generate pdf reports of the system contents at any point, whether the cycle is open or closed.

Saving

The AutoSave function is enabled. Users may click the save icon after each question to ensure saving. Please ensure that only one user enters information in a module at a time. The last save will override the entry.

The system is live and saved information is immediately available for other users to view.

Users

The annual plan and program review process is meant to be a collaborative process. Unit members should be involved in the dialogue about and completion of program review.

Additional users can be added to the system by request. Email the [System Administrator](#), to add or remove users.

Users may have read only rights or read and write rights.