Program Review Plus (PR+):
A homegrown software integrating all elements of program review, planning, & resource allocation

RP Conference Apr. 12, 2018

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Cerritos College
Session Description & Workshop SLOs

• Demonstrate our integrated program review, planning, and resource request prioritization process

• SLO: Attendees will be able to recognize the elements the ACCJC requires for integrated processes of program review and planning (Bloom: remember/recall)

• We will also demonstrate the elements which meet the required faculty driven Instructional Program Review requirements, along with the required Perkins (CTE) reporting.

• SLO: Attendees will be able to analyze their own IPR/Perkins reporting requirements and reflect on their College’s process (Bloom: apply/analyze)

• We will show the culmination of Unit -> Division -> Area-> College Annual plan and Budget process.

• SLO: Attendees will be able to describe how resources are prioritized at the Unit/Division level, and how they are “rolled up” by the Division/Area/ College Plans (Bloom: understand/analyze)
ACCJC on integrated planning

Standard I. 
B. Assuring Academic Quality and Institutional Effectiveness

9. The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)

PR+ makes it possible for Cerritos College to show our integrated program review and planning process:

• Is driving goal setting
• Which leads to the identification of activities and resource requests.
• Resource requests are prioritized in alignment with the college’s over arching planning documents.
STAGE A: Evaluation/Assessment/Evidence Program Review

STAGE B: Goal Setting
SMART: Specific, Measureable, Actionable, Realistic, Time determined

STAGE C: Establish activities/initiatives to accomplish goals

STAGE D: Identify and request Resources Needed to perform activities

STAGE E: Prioritize resource requests

STAGE F: Implement Activities/Initiatives that were allocated resources

Annual Plans align to:
- Educational Master Plan
- Strategic Plan/strategic goals
- Enrollment Management Plan
- Integrated Plan (BSI/3SP/Student Equity)
- Technology Plan
- Human Resource Plan
- EEO/Diversity Plan
- Facilities Master Plan
- Sustainability Plan
- Other plans as mandated by CCCCO

Feedback

Step 1: Unit Annual Plan
Chairs/Directors/Managers develop Resource request prioritization

Step 2: Division Annual Plan
Managers develop Resource request Prioritization for Divisions

Step 3: Area Annual Plan
VPs/President present to Planning & Budget Committee Resource request Prioritization

Step 4: College Annual Plan
Planning & Budget Committee recommends Resource request Prioritization to Exec

Step 5: Executive Council
Resource request prioritization. Establish College Annual Budget Provides Feedback back to Planning & Budget Committee As to allocations approved

Step 6: President
Annual Budget

STEP 7: Board of Trustees
Adopts Annual Budget
PR+ Development

- 2013-14: Instructional Program Review Committee determined need for PR+ to replace Planning+ to add the program review capabilities (anchor)
- 2015: Launched with limited modules
- 2016-17: Expanded functionality
  - Resource requests
  - Overview creation
- Full functionality: 2017-18 cycle (in progress)
  - Roll forward previous year (by Units)
  - Roll up resource requests to Division/Area/College (integrates subordinate plans)
  - Added CTE/Perkins Reporting Requirements
  - Added Curriculum Review to support the IPR component
  - Added SLO/SAO Reporting
Design of PR+

**COLLEGE PLAN**: Built from the roll up/approvals of the Area Plan

**AREA PLAN**: Built from the roll up/approvals of the Division Plan

**DIVISION PLAN**: Built from the roll up/approvals of the Unit Plans

*Some Divisions behave as Units and do not have Units which roll up. The managers with these types of plans follow the training for the Unit Plan*

**UNIT PLAN**: The base of the planning/resource allocation corner stone. If Unit Plan not submitted, nothing to roll up
PR+ OVERVIEW (how it flows):

REVIEW INSTITUTIONAL DATA; AND ADD DATA FILES (Advisory Board minutes, etc.)

• CREATE SWOTS

• EACH SWOT MAY HAVE A GOAL

• THE GOAL THEN HAS AN ACTIVITY OR ACTIVITIES

• THE ACTIVITIES **MAY** HAVE A RESOURCE ALLOCATION REQUEST

• It is a nested program. One step will lead to the next
• Think of it as long division: showing your work to obtain the ability to request a resource (if it is needed)
WHEREVER YOU SEE A PENCIL, IT IS TO EDIT
WHEREEVER YOU SEE AN “X”, IT IS TO DELETE

WHEREVER YOU SEE A PLUS, ADDING FILES OR CONTENT

WHEREEVER YOU SEE ARROWS, ORDER FILES OR CONTENT
PROCESS BEGINS WITH REVIEWING DATA

FROM REVIEW OF DATA, CREATE SWOTs:
STRENGTHS
WEAKNESSES
OPPORTUNITIES
THREATS

Strengths & Weaknesses are internal (have control)
Opportunities & Threats are external (no control)
## GOALS ADDRESS SWOTs

### Plan: ACCT-FIN - Accounting/Finance

#### Show SWOT

<table>
<thead>
<tr>
<th>Plan</th>
<th>ACCT-FIN - Accounting/Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWOT Type</td>
<td>Strength</td>
</tr>
<tr>
<td>Description</td>
<td>All full-time faculty are Certified Public Accountants with real-world experience in multi-national CPA firms. Most of the part-time faculty are Certified Public Accountants with a vast array of industry experience.</td>
</tr>
</tbody>
</table>

### Related Goals

<table>
<thead>
<tr>
<th>Goal Name</th>
<th>Status</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Accounting Industry Outreach</td>
<td>Not Started</td>
<td>Establish relationships with multi-national CPA firms to gather information and promote our program</td>
</tr>
</tbody>
</table>
DETERMINE ACTIVITIES TO ACHIEVE GOAL

Related Parent SWOTs

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Show Goal

- **Goal Name**: Accounting Industry Outreach
- **Status**: Not Started
- **Strategy**: Student Engagement
- **Description**: Establish relationships with multi-national CPA firms to gather information and promote our program
- **Measurement**: Increase in number of industry contacts with faculty
- **Analysis**: 
- **Date Completed**: 
- **Date Due**: 2018-04-30

Related Activities

<table>
<thead>
<tr>
<th>Activity Name</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Industry Outreach</td>
<td>Not Started</td>
<td>Make a list of known contacts at CPA firms. Check with other professors for contacts. Talk to professors about ideas of how to integrate contacts into the program. Talk to contacts about ideas of how to integrate them into the program.</td>
</tr>
<tr>
<td>Hire a new Career Counselor to assist with creating workbooks and guiding students through the career decision-making process.</td>
<td>Not Started</td>
<td>With the mandates of SBP requiring comprehensive educational plans with defined career goals by the completion of 15 degree applicable units, there is an increased demand for career counseling appointments. The constant changing job market also brings students seeking direction towards relevant career options. Career Counselors main focus during appointments are on career exploration, career development and relating skills, interests and abilities into career choices. An additional Career Counselor will assist with the growing demand and focus on Career Decision Making.</td>
</tr>
</tbody>
</table>
REQUEST A RESOURCE FOR THE ACTIVITY

**Activity Name**: Accounting Industry Outreach

**Goal**: Accounting Industry Outreach

**Status**: Not Started

**Description**: Make a list of known contacts at CPA firms. Check with other professors for contacts. Talk to professors about ideas of how to integrate contacts into the program. Talk to contacts about ideas of how to integrate them into the program.

**Date Due**: 2018-04-30
RESOURCE REQUEST

Nested to the activity

1. Determine resource type
2. Determine the tier and priority order of resource request. Priority will be dependent upon the # of requests you have. For example if you have 10 requests, you will number 1-10 with highest priority being 1.
3. Determine criteria for funding request
4. Determine funding source
5. AMOUNT: ONLY NUMBERS
6. Determine how long funding is needed (one time v. ongoing)
7. Provide a description—if this resource request supports multiple goals/activities, make a note of it here
8. Save

RESOURCE REQUESTS ARE ONLY ENTERED ONCE even if ACTIVITY ties to multiple goals
REPEAT STEPS:

REVIEW INSTITUTIONAL DATA; AND ADD DATA FILES (Advisory Board minutes, etc.)

CREATE SWOTS

EACH SWOT MAY HAVE A GOAL

THE GOAL THEN HAS AN ACTIVITY OR ACTIVITIES

THE ACTIVITIES MAY HAVE A RESOURCE ALLOCATION REQUEST
**OVERVIEW SNAPSHOT**

<table>
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<tr>
<th>PLAN OVERVIEW REPORT</th>
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<tbody>
<tr>
<td><strong>2017-2018</strong></td>
</tr>
<tr>
<td>Completed</td>
</tr>
<tr>
<td>01110 - Institutional Effectiveness, Research &amp; Planning</td>
</tr>
<tr>
<td>IERP provides data, research and analysis for decision making support. Ensure compliance with state and federal reporting guidelines. Lead and support college planning processes. Supporting the college towards attaining equitable educational outcomes. Values: maintain integrity; continuous improvement of processes including teaching and learning and institutional effectiveness; collaboration.</td>
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**DATA:**
- Labor Marketing Info: National Study IR Offices
- Document provides a high level view of IR offices nationally. It should be noted that definitions and program office responsibilities vary greatly, as does the size of institutions being compared.

**CTE:**
- CTE Strong Workforce 09/09/17
- Eligibility Strong Workforce funds.

**SWOT:**
- Strength: Highly qualified team.

**GOAL:**
- In Progress: Professional development opportunities to continue high quality of team.
- Continue to keep updated in our field.

**ACTIVITY:**
- In Progress: Conferences, webinars, CAMP meeting attendance, etc.
- Attendance at conferences, webinars, CAMP meeting attendance, etc.

**RESOURCE:**
- Personnel: Tier 2 - Important $600.00
- Pay for conference registrations and attendance where possible.
- Bring travel budget line to total of $1500.00 due to growth of staffing in the office. We are routinely asked to attend workshops that have a fee, and need to cover this expenditure, rather than have it be reallocated within our own budget.

**SWOT:**
- Threat: Reliance on grant funding for staffing, which accomplishes both the grant objectives and supports District research needs.

**GOAL:**
- In Progress: Support the Grants/Development office by supplying data/research for federal, state, and private foundation grant opportunities.
- Support the Grants/Development office by supplying data/research for federal, state, and private foundation grant opportunities.

**SWOT:**
- Threat: IT being understaffed affects IT capacity/reporting and ability to support IERP and other offices.

**SWOT:**
- Opportunity: Leverage BSI funds to support research requests regarding Basic Skills progression/outcomes.

**GOAL:**
- Not Started: Establish budget line for maintenance agreements
- SPSS, Tableau, Class Climate, SMTP (formerly Unified Email)

**ACTIVITY:**
- Not Started: Establish budget line for maintenance agreements
- SPSS, Tableau, Class Climate, SMTP (formerly Unified Email) maintenance agreements

**RESOURCE:**
- Budget Augmentation: Tier 1 - Critical $15000.00
- Account infusions for maintenance agreements
- SPSS, Tableau, Class Climate, SMTP (formerly Unified Email) maintenance agreements
Unit Plans can “roll forward” for the next year’s cycle so the plans don’t require being built from the ground up.

<table>
<thead>
<tr>
<th>Plan Year</th>
<th>2017-2018</th>
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</thead>
<tbody>
<tr>
<td>Plan Name</td>
<td>01118 - Institutional Effectiveness, Research &amp; Planning</td>
</tr>
<tr>
<td>Status</td>
<td>Completed</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>IERP provides data, research and analysis for decision making support. Ensure compliance with state and federal reporting guidelines. Lead and support college planning processes. Supporting the college towards attaining equitable educational outcomes. Values: maintain integrity; continuous improvement of processes including teaching and learning and institutional effectiveness; collaboration.</td>
</tr>
<tr>
<td>Next Validation Date</td>
<td>2020-08-31</td>
</tr>
<tr>
<td>Review Cycle</td>
<td>F (2026-2027)</td>
</tr>
</tbody>
</table>
Creating the Division/Area/College Annual Plan

- Lowest level of subordinate plan is “rolled up” to the next level
  - Units -> Division -> Area -> College
  - Division (with no subordinate units) -> Area -> College
TO START THE “ROLL UP” (DIVISION, AREA, OR COLLEGE):

THE BARS ICON IS WHERE THE “ROLL UP” FUNCTION IS LOCATED
## Roll-Up Subordinate Plans

<table>
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<tr>
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<th>Resource</th>
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<tbody>
<tr>
<td>2018-2019 CA - Culinary Arts</td>
<td>Strength: New curriculum was developed and implemented in alignment with the American Culinary Federation. <strong>Strength</strong>: A newly remodeled state-of-the-art kitchen provides students with a &quot;real life&quot; work environment in job like setting. <strong>Strength</strong>: New curriculum implemented with two tier levels of certificates. <strong>Strength</strong>: The faculty and staff remains the key to culinary arts program success. Dedication and commitment to our students is what has built the program and will continue to make it succeed in the future. <strong>Weakness</strong>: Job placement tracking continues to be a challenge specifically because of our industries ever changing workforce moving from job to job. <strong>Weakness</strong>: More direct assessments for SLO's is needed. <strong>Weakness</strong>: Minimal participation with Advisory Committee. <strong>Threat</strong>: Current classes offered will not meet the need or demand of the students enrolled.</td>
<td>Attain accreditation with the American Culinary Federation. The American Culinary Federation is the only accredited body that sets standards for the foodservice industry nation wide. It is the goal of the culinary arts department to attain accreditation within three to four years.</td>
<td>ACF Faculty Certification. Two faculty members must become certified ACF chefs in either cooking or baking. This is mandatory in order to attain accreditation. Certification examination and practicum certification need to be taken within a two year time frame from each other.</td>
<td>Cost of Faculty ACF Certification. Cost of two faculty to become get professional certification in order to meet minimum qualifications for accrediting body. ($2000.00 / Tier 2 - Important)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Application and Self Study Report Application and self-study report for accreditation</td>
<td>ACF Application Fees. Cost for application and self-study ($8000.00 / Tier 2 - Important)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ACF Site Visit. ACF Accreditation Visit</td>
<td>ACF Site Visit Cost. This is the cost of the site visit. ($10000.00 / Tier 2 - Important)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ACF Annual Expense. This is the annual cost to maintain accreditation. ($60000.00 / Tier 2 - Important)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ACF Conference/Professional Development. Cost of ACF conference for 3 faculty includes conference fee, hotel, car rental. ($100000.00 / Tier 2 - Important)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Custodial Staff Hire. 45,000.00 with benefits (Tier 2 - Important)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cost of Mixers. $3,000.00</td>
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[programreviewplus.cerritos.edu]
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| 2018-2019 CA - Culinary Arts | **Strength:** New curriculum was developed and implemented in alignment with the American Culinary Federation.  
**Strength:** A newly remodeled state-of-the-art kitchen provides students with a “real life” work environment in job like setting.  
**Strength:** New curriculum implemented with two tier levels of certificates.  
**Strength:** The faculty and staff remains the key to culinary arts program success. Dedication and commitment to our students is what has built the program and will continue to make it succeed in the future.  
**Weakness:** Job placement tracking continues to be a challenge specifically because of our industries ever changing workforce moving from job to job.  
**Weakness:** More direct assessments for SLO’s is needed.  
**Weakness:** Minimal participation with Advisory Committee.  
**Threat:** Current classes offered will not meet the need or demand of the students enrolled. | **Achieve accreditation with the American Culinary Federation**  
The American Culinary Federation is the only accredited body that sets standards for the foodservice industry nation wide. It is the goal of the culinary arts department to attain accreditation within three to four years. | **ACF Faculty Certification**  
Two faculty members must become certified ACF chefs in either cooking or baking. This is mandatory in order to attain accreditation. Certification examination and practicum certification need to be taken within a two year time frame from each other. | **Cost of Faculty ACF Certification**  
Cost of two faculty to become get professional certification in order to meet minimum qualifications for accrediting body.  
($2000.00 / Tier 2 - Important)** |
| | | **Application and Self Study Report**  
Application and self-study report for accreditation | **ACF Application Fees**  
Cost for application and self-study  
($8000.00 / Tier 2 - Important)** |
| | | **ACF Site Visit**  
ACF Accreditation Visit | **ACF Site Visit Cost**  
This is the cost of the site visit.  
($10000.00 / Tier 2 - Important)** |
| | | | **ACF Annual Expense**  
This is the annual cost to maintain accreditation.  
($6000.00 / Tier 2 - Important)** |
| | | | **ACF Conference/Professional Development**  
Cost of ACF conference for 3 faculty includes conference fee,hotel, car rental.  
($10000.00 / Tier 2 - Important)** |
| | | | **Increase Kitchen Effectiveness**  
Kitchen effectiveness is key to maximize outcomes as well as staff vitality. This will be achieved in the current curriculum.** |
| | | | **Purchase 12 -8qt Kitchen Aid Mixers**  
Aquire 12 - 8qt mixers for laboratory classes is necessary for student success.** |
| | | | **Custodial Staff - Hire**  
45,000.00 with benefits  
(Tier 2 - Important)** |
| | | | **Cost of Mixers**  
$3,000.00** |
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| 2017-2018    | Strength: Cerritos College has developed a budgeting and planning process that links the budget process to the planning process. Through this process we developed the lab replacement plan and staff and server replacements plans, which will hopefully be funded consistently. This will ensure the ongoing sustainability of our capital needs with regard to technology. **Strength:** Cerritos College has committed to developing an effective server and network environment. Maintain an effective server and network environment, which includes PeopleSoft, and remain up-to-date on all related technology and tools, including programming languages for more efficient troubleshooting. | **Replace old server/network infrastructure**  
Fund the Server/Network Replacements for $250,000. This includes replacing most district servers that are older than 5 years, expanding disk space and/or memory as required, and providing tape or disk back services for most servers. These include, but are not limited to PeopleSoft servers. MyCerritos and PeopleSoft performance will continue to degrade at a time when more students expect reliable online computing experiences. Expand Wi-Fi by adding additional locations on campus. | Server/Network Replacement  
Funding to replace old servers and network equipment; and add additional resources for disaster recovery planning.  
($250000.00 / Tier 1 - Critical) |
| 02210 -      | **Keep servers up-to-date by applying hot fixes, service packs, virus updates, ERP patches, bundles, associated ERP resources and application tools. Plus, any other updates which are required to sustain system reliability and security.**  
The Information Technology department provides the technical support for over 50 student computer labs across our campus. We provide web-based documentation regarding the hardware and software within the large locations as follows:  
http://web.cerritos.edu/it/SitePages/labimages%20main.aspx. Within this documentation you will find specific details about the lab. A significant amount of information technology resources are spent installing, upgrading, and maintaining these student labs, which are critical for improving student success. The Cerritos College Information Technology Department provides for the management, maintenance, and operation of its technological infrastructure and equipment by using many approaches. This is a complex, critical, and time consuming effort, which we take very seriously because our student success relies upon a stable and highly available technological infrastructure. We utilize the industries "best practice" approaches and techniques as described. | Increase in Yearly PeopleSoft Maintenance  
The yearly maintenance for PeopleSoft has gone up by $10,155.  
($10155.00 / Tier 1 - Critical) |
Divisions/Areas Review/Edit the items rolled up and make adjustments to RESOURCE REQUESTS

- Ensure agreement with the funding source (ie. Gen fund, Categorical, etc.)
  - EDIT IF NEEDED

- Ensure agreement with the Tier it was assigned at the subordinate level
  - EDIT IF NEEDED

- Manager then prioritizes at the Division/Area/College level the order of priority
  - If 10 resource requests, ordered by highest priority 1-10. No ties. Whole numbers
  - All items need to be numbered in priority number
  - Should follow that Tier 1 have the lowest numbers meaning highest priority

- Manager removes resource request IF funding from existing rollover budget
  - Comment added to the Activity stating funded from Manager’s existing rollover budget
  - Resource requests are ONLY for monies needed BEYOND allocated (rollover) budget
Area Plans & The College Annual Plan

• Area Plan “extracts”
  • VPs review their extract and organize their Area priorities
  • Leadership provided by VPs: meetings or retreat (depends on VP)
  • Area Plans presented to Planning & Budget Committee

• College Annual Plan
  • VPs present their Area plan to Planning & Budget Committee
  • Discussion by committee:
    • EMP/Strategic initiatives, other planning documents
    • Alignment to anticipated budget