

District Program Review Process

The District Office Program Review and Plan

As part of the District Strategic Planning process, each department in the District office completes a Program Review and Plan (PRaP) on the same five-year cycle. The five-year cycle will begin with fiscal year 2020-2021 and continue to fiscal year 2024-25. District Office plans address the goals and targets in the District Strategic Plan 2019-2024 and align with colleges' strategic plans

In order to achieve vertical integration, directors and deans will develop PRaPs, which will then be integrated into the Associate Vice Chancellors' PRaPs. The Vice Chancellors will then consolidate the plans of the Associate Vice Chancellors (and Deans/Directors when appropriate) in their areas into the four Vice Chancellor Plans.

In addition to the line functions, Associate Vice Chancellors and Vice Chancellors will review and integrate the colleges' plans as they develop their plans. Horizontal integration will also be achieved by working closely with the district strategic planning councils. For example, the Associate Vice Chancellor of Information Technology will review and incorporate relevant data and strategies from the colleges' technology plans. The district IT plan will be reviewed in the Resources Council. Once the IT plan is integrated into the Educational Services Vice Chancellor's plan, it will be presented, discussed, and vetted at each of the colleges.

The Vice Chancellors will work together and with the Chancellor on draft plans to identify areas of synergy and to coordinate strategies. After this review, plans will be sent to the District Budget Allocation Council (DBAC) and the District Strategic Planning Council (DSPC) for further feedback, review, and discussion. The DSPC will hold a retreat to discuss, review, and provide input for plans.

Based on the feedback from the DSPC, the Vice Chancellors will finalize plans and present recommendations on initiatives for funding to the Chancellor for his final review and approval.

Each year, all departments and areas will complete an annual update to monitor, assess, and evaluate progress and plan for the next year.

District Office Program Review & Five-Year Plan Timeline (for Year 1)

Fiscal Year 2020-2021 through 2024-2025

1. August 30, 2019:

Department/Directors/Deans plans drafted

5. October-December 2019:

VCs discuss plans with Strategic Planning Councils

9. Early February 2020:

Plans sent to DBAC & DSPC

2. September 30, 2019:

Incorporating Step 1 input, AVCs plans drafted

6. Late November-Early December 2019:

VCs present plans at colleges

10. February 21, 2020 or March 20, 2020:

DSPC - Half-day retreat to discuss/review
/provide input on initiatives/requests

3. October 31, 2019:

Incorporating Step 2 input, VCs draft plans

7. November 2019:

Vice Chancellors review plans with Chancellor

11. April 2020:

Vice Chancellors finalize

4. 1st Week of November 2019:

VCs meet to review and coordinate plans

8. January 2020:

Vice Chancellors update plans as needed

12. Early May 2020:

Chancellor reviews and approves
Initiatives/requests