

November 2, 2012 email to the LMC Community from President, Kratochvil

Dear Campus Community,

Thanks to the leadership of Ryan Pedersen, the guidance of Bruce Cutler, and the efforts of the Planning Committee, we are well-positioned for our 2012-13 Program Review and Resource Allocation Process (RAP). As most of you know, this year – as a part of our new integrated planning cycle – each unit and program will be conducting both a comprehensive review and an annual update. In order to allow units and programs the maximum amount of time to complete the expanded planning processes, **the comprehensive review, annual update, and resource allocation (RAP) requests are all due on February 25, 2013 at 5:00 p.m.**

Please refer to the sections below for important information regarding:

- I. **The submission tool**
- II. **Accessing data**
- III. **Comprehensive unit/program review**
- IV. **Annual unit/program review updates and**
- V. **The resource allocation process.**

## **I. Program Review Submission Tool (PRST)**

Currently, a new tool is being developed for the electronic submission of unit/program review materials. The tool is not yet available, so please complete your review processes in the appropriate Word templates (see below) which can be saved for ease of submission once the tool is fully functional. **Do not wait until the new tool is available to complete your unit/program review.**

Prior years' unit/program reviews can still be accessed and viewed through the old submission tool located on our local servers at <http://10.39.9.16/prver1.aspx>, or remotely at <https://remote.losmedanos.edu/DanaInfo=10.39.9.16+prver1.aspx> using your workstation username and login. More detailed instructions on accessing this information are contained in the attached instructional document. **Do not modify your unit/program review in this old tool as it is being replaced, and any new data that is entered will not be saved.**

## **II. Accessing Data**

With the centralization of research to the District office, units/programs with instructional data must access it using the new SQL reporting tool on InSite (<https://insite.4cd.edu/>). This data can be found under the Datatel Resources tab by clicking on the SQL Reporting Services link and then navigating through the folders for Research Department -> LMC Reports -> Program Review. Remember to use your InSite/Webadvisor login to access this data.

For CTE programs, the Core indicator data is located on the P: drive in the Program Review folder, or through the InSite Research and Planning page at <https://insite.4cd.edu/orgs/caco/lmc/org-lrp/default.aspx>; access the Program Review folder in Shared Documents, then click on the 'Core Indicator Data' folder. For more detailed instructions on accessing the data via InSite or the P: drive, please see the attached instructional document.

### **III. Comprehensive Unit/Program Review**

This document should be completed collaboratively by your unit/program members and asks you to analyze several aspects of your unit/program in more detail than you may do annually. The templates (labeled by service area) are located on the InSite Research and Planning page at <https://insite.4cd.edu/orgs/caco/lmc/org-lrp/default.aspx>. You can access the Program Review folder in Shared Documents by clicking on the Fall 2012 – Spring 2013 folder, or on the P: drive in the Program Review folder. Again, please refer to the attached instructional document for more detailed instructions.

**Your comprehensive report should be completed in Word and saved for eventual upload into the new Program Review Submission Tool when it becomes available.**

### **IV. Annual Unit/Program Update**

As the last element of the comprehensive review document contains your longer term (5 year) goals for your unit/program, you will need to create shorter term (1 – 3 year) objectives to support these longer term goals. These objectives, along with their corresponding rationale and activities, will eventually be entered directly into the new Program Review Submission Tool. In the interim, however, please create your new objectives and updates to your previous years' objectives in the corresponding Word templates. These templates can also be found on the InSite Research and Planning page, or on the P: drive in the Program Review folder. Please refer to the attached document entitled "Unit\_Program Review - Definitions and Examples" for helpful information about creating new objectives.

**Please save your new and updated objective templates in Word for eventual cut and paste into the new Program Review Submission Tool when it becomes available.**

### **V. Resource Allocation Process (RAP)**

The documents required for submission for resource allocation requests are located on both the P: drive and on the InSite Research and Planning page; in both cases, the RAP materials are located with the program review documents. Remember that all requests for program improvement must be directly linked to specific activities associated with unit/program review objectives.

**Please remember to obtain all necessary signatures (Manager, IT, Business Services, etc.) prior to the February 25<sup>th</sup> submission deadline.**

**If you have any questions or need any assistance, please feel free to contact Ryan Pedersen.**

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COLLEGE

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