| From:	Kratochvil, Bob
Sent:	Friday, February 08, 2013 1:30 PM
To:	LMC ALL Employees
Subject:	2012-13 Unit/Program Review & RAP documents – due February 25, 2013
Attachments:	Accessing Program Review Data Fall 2012.docx; Unit_Program Review - Definitions and Examples.docx

Importance:	High

Please note: this message contains a great deal of information related to Program Review and RAP, but it is intended to assist you in completing both processes. It is suggested that you read it <u>thoroughly</u> to be clear on all of the details and deadlines.

Dear Colleagues,

I realize that you are all very busy supporting students and working on many matters important to College operations, and – in addition to expressing my appreciation for your efforts – I wanted to share some important information that I hope you will find helpful. In this correspondence, I am re-sending instructions regarding 2012-13 Unit/Program Reviews and RAP, as the deadline for submitting this information is quickly approaching (**February 25, 2013**), and am also providing several updates regarding requirements for both processes.

There are several important points I wish to clarify and emphasize regarding the procedures:

1. The submission tool is available and can be found at http://10.39.9.14/ProgramReview; there is also a link to the tool on InSite, via the LMC Research & Planning page at https://insite.4cd.edu/orgs/caco/lmc/org-lrp/default.aspx. Use the submission tool to enter your new objectives and upload your comprehensive review documents.
    A. You must use your workstation (losmedanos) username and password to access the tool. (for example: losmedanos\bkratochvil)
    B. There has been some feedback about people having difficulty logging in to the submission tool. If you encounter any such problems, please refer to the helpful hints below:
        i. If you get a window asking you for your user name and password (see the screen shot image below), do the following:
            a) Make sure that the "User name" field contains losmedanos\username [where username is the same username that you use to log in to your desktop computer].
            b) Your password is the password that you use for your desktop computer.
            c) Click on the "Remember my password" check box. Although it may not remember your password, it should keep the losmedanos\username in the "User name" field.
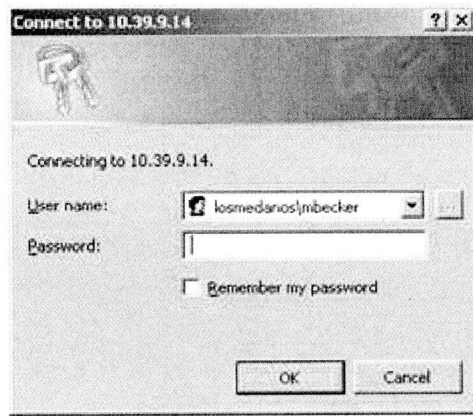
2. All objectives from the last two years of Program Review have already been loaded into the new submission tool and need to be updated there; those objectives that have been completed should list the corresponding program improvements. **Do not use the old submission tool to make any updates**.

3. **Program Review "Camps" have been scheduled to provide technical assistance to faculty, staff, and managers**. It would be useful for at least one person from each department/unit to attend and get hands-on experience with the submission tool. **These trainings will be held in L-213 on Monday, February 11, 3:00 – 5:00 p.m. and on Tuesday, February 12, 12:30 – 2:30 p.m.** and will include:
   A. A step-by-step description of the process for both the annual and comprehensive reviews (15-20 minutes)
   B. A short demonstration of the Program Review Submission Tool (15-20 minutes)
   C. A "boot camp" for those who would like to work on their own Program Review (remainder of session)

4. Please work with your respective manager regarding any questions about content (objectives, analysis of budget and staffing, etc…) included in your Program Review.

5. Many of the data elements referred to in your Program Review can be located in the InSite portal as specified in the instructions in Section II below.

6. Should you have RAP requests to be submitted this year, remember that your request must be cited in the Program Review document and that all pertinent signatures (Manager, IT, Business Services, etc…) must be obtained **prior** to submitting the RAP form to the Business Office on <u>February 25</u>. *For items that require review by IT, please submit your RAP request to Mike Becker by <u>February 19</u>.* All of the RAP documents can be found on the P drive (P:\Program Review\Fall 2012 - Spring 2013\RAP Documents) and on InSite, via the LMC Research & Planning page.

7. Comprehensive Program Reviews are to be completed, reviewed by appropriate managers, and uploaded into the application tool by <u>February 25.</u>
   A. Comprehensive Program Review files (analyses, long-term goals, etc…) should be uploaded into the submission tool as "Additional Data" from the "Objectives" page.
   B. Customer Satisfaction Survey – NOT REQUIRED
   It has been determined that this component (for Instructional and Administrative/Support units) does not have to be included at this time. Further discussion is necessary to identify an approach and tool that will lead to a more streamlined and consistent process. Therefore "satisfaction" surveys are not required for 2012-13 Comprehensive Program Reviews, and will be conducted at a later time.

Thank you for your help in completing these important assessment and resource allocation processes. If you have any questions about Program Review, please contact Clint Ryan at (925) 567-3141.

Bob

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COLLEGE

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From: Kratochvil, Bob
Sent: Friday, November 02, 2012 5:50 PM
To: 00-Everyone@LMCNew
Subject: 2012-13 Unit/Program Review & RAP documents – due February 25, 2013

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. [2/8 update: the PRST is now available for use]**

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. [2/8 update: the PRST is now available for use]

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. [2/8 update: the PRST is now available for use]

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 25th submission deadline.

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

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