Note from PRIE: This is the most current planning & resource allocation diagram on the PAG website. It has not been updated since the college began completing Annual Action Plans during Spring Flex.

## **Monterey Peninsula College Planning and Resource Allocation Process**

Instructor Reflections on Student Learning: Assessment of Student Learning



Program Reflections on Student Learning: **Dialog** about Student Learning



Program Review
Updates/Action Plans:
Prioritization of Plans
to Improve
Student Learning

Ideas and Data to Enhance Programs and Services for Students\*

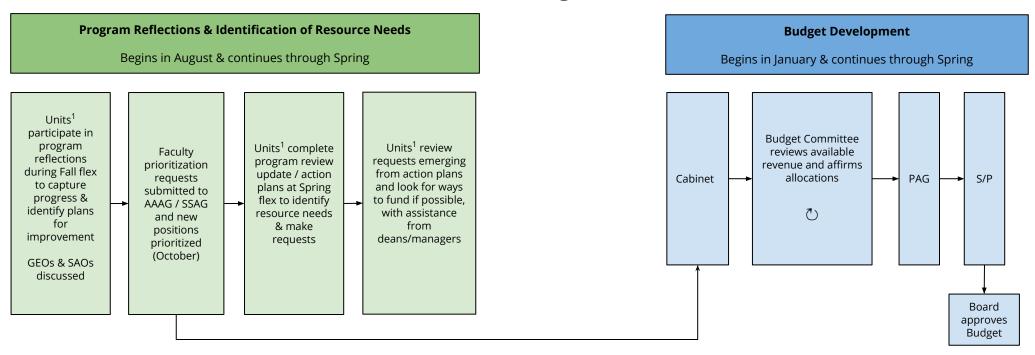
Multi-year mission/goals and Education/ Facilities/Technology Master Plans influence and are influenced by the Planning and Resource Allocation process.

- 12. IMPLEMENTATION
- 11. Superintendent/President submits tentative budget to Board in June and final budget to Board in August.
- 10. College Council makes allocation recommendations to the President in May/June.

- 1. College Council reviews student achievement data and a summary of the reflection process-in September. 1
- 2. College Council reviews previous year's progress on institutional goals/Education Master Plan in September.
- Superintendent sets planning assumptions for next fiscal year in October.
- 4. College Council provides direction to advisory groups in updating Education Master Plan objectives as needed.
- 5. All units complete Program Review Updates/Action Plans in March.
- Advisory groups review action plans and share preliminary priorities with College Council in early April.

- Each planning step:
  - Supports and/or advances student learning.
  - Is evidence-supported.
  - Requires communication to constituencies.
- Administration completes institutional review of budget in May/June.
- 8. Budget Committee affirms revenue assumptions based on May Revise.
- 7. Budget Committee affirms revenue assumptions based on Governor's Budget Proposal and begins budget development in early April.

# Overview of Current (2016-2017) Planning & Resource Allocation Practice



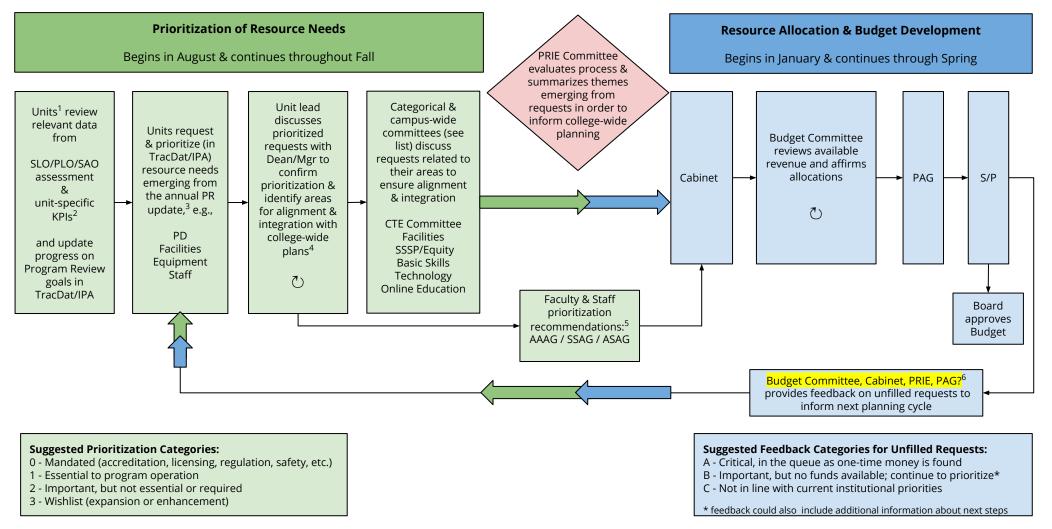
Note from PRIE: This is Catherine & Diane's description of the Planning/Resource Allocation practice that has evolved over the past couple of years.

#### **Notes/Definitions:**

1. "Unit" is used here as a term to describe a division, department, or service area -- how the units are defined may vary in Academic Affairs, Administrative Services, and Student Services, but should generally follow the structure of Program Review. For example, a division or academic department could be a unit; HR or Information Services could be a unit; TRiO, 3SP, and A&R could all be units. The "unit lead" would be the person who normally completes Program Review for the unit.

### 3nd DRAFT - Prioritization & Allocation Processes - 3nd DRAFT

Draft: 05/09/17



#### Notes/Definitions:

- 1. "Unit" is used here as a term to describe a division, department, or service area -- how the units are defined may vary in Academic Affairs, Administrative Services, and Student Services, but should generally follow the structure of Program Review. For example, a division or academic department could be a unit; HR or Information Services could be a unit; TRiO, 3SP, and A&R could all be units. The "unit lead" would be the person who normally completes Program Review for the unit.
- 2. KPI = Key Performance Indicator, or a standard metric that can be used to show trends in performance over time. KPIs provide data that help evaluate progress towards a goal. KPIs will vary from unit to unit -- e.g., successful course completion rate in instructional departments; loan default rate in Financial Aid; network uptime in IT, etc.
- 3. Annual Program Review Update will serve as formative evaluation/progress monitoring, i.e., a forward-looking check-in on action plans emerging from program review.
- 4. TracDat/IPA will allow unit leads to map resource requests to specific plans or campus-wide initiatives.
- 5. Discussions of new personnel for the coming fiscal year would also be informed by the current HR Staffing Plan; conversations would then inform staffing plan updates for the next planning cycle.
  - Providing feedback about unfunded requests will help to close the loop and inform the next request cycle -- where should this happen, and which group(s) should provide the feedback?