



Annual Planning/Program Review Guidelines (for use in your area's annual planning retreat)

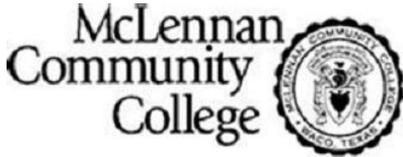
Planning is a systematic process for the collection, analysis and evaluation of qualitative and quantitative data about a program or service provided by the College. The process is designed to identify strengths and weaknesses of programs and to identify goals for improvement. The purpose of planning is to enhance the vitality, effectiveness, efficiency and relevance of programs and services as it relates to the Mission and Strategic Plan for the College.

Each area of the college will develop an annual planning/program review document. The intent is to do a brief review of what has happened during the past year and to identify any new objectives to be conducted during the upcoming year.

A key element of the annual planning process is the relationship with both individual area's Program Review and the College's Strategic Master Plan. Both of these documents shall be reviewed as part of the process and the new objectives identified based on this review.

PLANNING SCHEDULE

Month	Activity	Who's Involved
<i>Summer Semester</i>		
<ul style="list-style-type: none"> • Conduct Annual Planning Retreat for your area 		
<i>Fall Semester</i>		
October 1	<ul style="list-style-type: none"> • Complete ULP Findings for Previous Year • Revise ULP for current Year 	All Budget Heads
October 15	<ul style="list-style-type: none"> • Program Review 	All Workforce and Academic areas
November 1	<ul style="list-style-type: none"> • Prepare ULP for Upcoming Year 	All Budget Heads
November-December	<ul style="list-style-type: none"> • SLO Data Collection 	All Workforce and Academic Areas
<i>Spring Semester</i>		
February 1	Prepare Budget for coming year	All Budget Heads
March 1	CAAP Test	
April 15	<ul style="list-style-type: none"> • SLO Data Analysis and Modification Plan • SLO Spring Data Collection 	All Workforce and Academic areas



MCC Annual Planning FORM

(to be completed prior to your area's annual planning retreat)

Department/Program Title:

Date:

Mission Statement: *List any revisions you may wish to make based on results from the past year.*

Review of Past Year's Goals and Results: *List last year's strategies & progress towards meeting them.*

Review of Learning Outcomes (if applicable): *List the Learning Outcomes for your area.*

Review of Overall Program: *Respond to the following questions:*

What's working with the program?

What's needs improvement?

New or Continued Goals and the Strategies to accomplish them:

Review the goals of the MCC's Strategic Plan and identify how your area might assist in implementing them in the coming year.