



Program Review Section 6

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An apropos adage...

"Most people don't plan to fail; they fail to plan."

- John L. Beckley

Section 6 is the 'planning and budgeting' section of your self-study.

What is Strategic about the SAP?

We call these Strategic Action Plans (SAPs) because ...

A strategic plan looks forward to where the program wants to be in the short and long term.

It differs from a tactical or operational plan because it provides a framework for future program decision-making.

Strategic plans are adaptable and flexible.

Reasons to develop SAPs

- It lends credibility to your program. An action plan shows administration and the external community members (grant officers, etc.) that the program is collaborating and makes decisions based on planning.
- Can be a check of what you are doing so you don't miss details.
- A plan may save time and resources in the long run because you have to decide what is done, by whom, by when, and the cost.
- For accountability: To increase the chances that people will do what needs to be done.

Develop a SAP to...

- Revitalize an older initiative that has lost its focus or momentum.
- Move into a new phase of an ongoing project.
- Begin work in a new direction.

When applying for new funds from the PBSC, it is important to clarify your goals and objectives so that any funding you seek supports what your program actually stands for. Otherwise, you can wind up with strings attached to money that requires you to take a direction not in keeping program's intended purpose.

Your Action Plan

Consider

1. Action step(s): What will happen
2. Person(s) responsible: Who will do what
3. Date to be completed: Timing of each action step
4. Resources required: Resources and support (both what is needed and what's available)
5. Barriers or resistance, and a plan to overcome them!
6. Collaborators: Who else should know about this action.

1-4 are listed in the Action Plans in Section 6.0 but you do need to consider 5 & 6.

To Complete Section 6 of the Self-Study

You will need:

- [College Goals and Objectives](#)
- Your [Division Strategic Action Plans](#)
- Strategic Action Plans (SAPs)
Make sure you list your SAP's in order of importance! Please rank your SAP's!
- Resource Requests for each Action Plan

Room for three SAP's in the self-study but this is an expandable Word document – include as many as needed. Make sure you change the SAP # if you copy and paste additional sections.

SAPs for this three-year cycle- **Order the Strategic Action Plans!**

STRATEGIC ACTION PLAN # 1	
Describe Strategic Action Plan: (formerly called short-term goal)	
List College goal/objective the plan meets:	College Goal #: Objective #:
Describe the SAP: (Include persons responsible and timeframe.)	
What Measurable Outcome is anticipated for this SAP?	
What specific aspects of this SAP can be accomplished without additional financial resources?	

If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.

Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount		

Section 6.0 – Strategic Action Plans

From the Reader's Guide - Overriding Question: Based on the information you have provided in your self-study, what are your short term plans?

Criteria

- 3= Detailed description of plan; link to college goals & objectives; clear timeframe and identified responsible person. Outcomes are measurable and assessable. Where applicable, resource requests complete.
- 2= Limited description of plan; link to college goals & objectives; unclear timeframe and/or unidentified responsible person. Outcomes are measurable but not clearly assessable. Where applicable, resource requests complete.
- 1= Lacks description of plan; no link to college & objective; no timeframe provided and/or unidentified responsible person. Outcomes are not listed or not measurable. Where applicable, resource requests are incomplete.
- 0= Anything less than described above.
