

## **The Six-Year Integrated Planning Cycle**

**2011-12 through 2016-17**

**Details Narrative – By Year**

In May 2011 the College Council approved the Integrated Planning Framework (AKA the Quilt). The only activity/timing detail provided on the approved framework for the current planning cycle was to conduct the Comprehensive Program Review (CPR) in 2013-14 and to review the Education Master Plan in 2014-15.

The college has organized its planning activities around this framework ever since its adoption. The College Planning Committee was created by the College Council to operationalize, monitor, and assess the framework. All outcomes/assessment cycles and Annual Program Review Update (APRU) calendars and activities are planned with the completion goal of the CPR year. The Planning and Budgeting Teams (PBT) have organized and calendared their agendas to make decisions and allocate resources in a coordinated, thoughtful, and timely fashion.

With so many planning activities in action simultaneously it could be easy to lose track or skip important functions that would make integrated planning difficult if not impossible. Creating a detailed “road map” spanning the five years between ACCJC accreditation site visits reduces the chances of losing our way and ending up where we did not intend when we began our journey.

By taking the basic framework and adding some detail we can better see what we’ve done, what we are doing, and what we need to do if we are to arrive at our intended destination.

### **Organized by Year**

#### **Year #1 - 2011-12: ACCJC Site Visit**

**The ACCJC Accreditation Cycle:** In fall 2011 we had our site visit from the ACCJC. That visit resulted in the reaffirmation of our accreditation and included six commendations. The ACCJC required that we address three recommendations and announced a follow-up site visit scheduled for the next fall to assess our progress. Our annual ACCJC report was submitted. We continued to address the planning agenda items identified in our 2010-11 self-study. The ACCJC report is posted on the College’s website at:

<http://deanza.edu/accreditation/followupreportteamvisit2012.html>

**Ongoing Planning Reviews and Documents:** The College assessed its governance process through the formation of the Governance Task Force. This resulted in the Governance eHandbook currently posted on the College’s website at: <http://deanza.edu/gov/> The CPC reviewed the integrated planning process through the administration and review of the Annual Governance Assessment Survey.

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**PBT and College Council:** All three PBTs and the College Council continued their planning and resource allocation (PRA) activities. They also continued to refine the integration and coordination of outcomes/assessment with the program review process. The work of the PBTs and the College Council can be viewed at their respective websites.

Instruction: <http://deanza.edu/gov/IPBT/>

Student Services: <http://deanza.edu/gov/SSPBT/>

Finance and Educational Resources: <http://deanza.edu/gov/ERCOPBT/>

College Council: [http://deanza.edu/gov/college\\_council/](http://deanza.edu/gov/college_council/)

**Ongoing Development and Assessment of Student Equity Plans:** The College turned its focus on Student Equity. Proposals were approved to reestablish the Office of Student Equity, Social Justice, and Multicultural Education and hire a new Faculty Director. Website at: <http://deanza.edu/studentequity>

**The six-year Program Review Process:** All programs under the three PBTs completed their third consecutive year of submitting Annual Program Review Updates (APRU). All program review information is posted on the respective PBT websites (see PBT and College Council URL information above).

**Institutional Core Competencies (ICC):** The College's five ICCs can be found at: <http://deanza.edu/about/icc.html>. The first ICC to be assessed (Critical Thinking) was selected at the April 2012 Convocation Day. It will be assessed in the 2012-13 academic year.

**Outcomes/Assessment Cycles:** All programs under the three PBTs completed their third consecutive year of working on their outcomes/assessment cycles and summarized their activities and findings in their APRU. The goal remains for each program to complete at least one full assessment cycle on each outcome statement before writing their CPR report in 2013-14. All outcomes/assessment documentation is maintained in the TracDat system at: <https://deanza.tracdat.com/tracdat/>

**Curriculum Cycles:** All College curriculum continues to revolve on a staggered five-year revision cycle.

### **Year #2 - 2012-13:**

**The ACCJC Accreditation Cycle:** In fall 2012 we had our follow-up site visit from the ACCJC. The ACCJC is now satisfied with the progress on recommendations #2 and #3, however, we must continue to address recommendation #1 (Mission) and are required to submit a follow-up letter on our progress in fall 2013. Our annual

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ACCJC report is to be submitted. We continue to address the planning agenda items identified in our 2010-11 self-study. The ACCJC follow-up report is posted on the College's website at:

<http://deanza.edu/accreditation/followupreportteamvisit2012.html>

**Ongoing Planning Reviews and Documents:** This year the CPC assesses the College's Core Values through the formation of an Ad Hoc-committee. The result is a new document of the College's Core Values that was adoption in June 2013. The CPC annually reviews the integrated planning process through the administration and review of the Annual Governance Assessment Survey. The College's Core Values Statement can be found as a pdf at: <http://deanza.edu/ir/>

**PBT and College Council:** All three PBTs and the College Council continued their planning and resource allocation (PRA) activities. They also continued to refine the integration and coordination of outcomes/assessment with the program review process. The work of the PBTs and the College Council can be viewed at their respective websites.

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Student Services: <http://deanza.edu/gov/SSPBT/>

Finance and Educational Resources: <http://deanza.edu/gov/ERCOPBT/>

College Council: [http://deanza.edu/gov/college\\_council/](http://deanza.edu/gov/college_council/)

**Ongoing Development and Assessment of Student Equity Plans:** The College hires a new Faculty Director and opens the Office of Student Equity, Social Justice, and Multicultural Education and. Website at: <http://deanza.edu/studentequity>

**The six-year Program Review Process:** All programs under the three PBTs completed their fourth consecutive year of submitting their Annual Program Review Updates (APRU). All Program Review information is posted on the respective PBT websites (see PBT and College Council URL information above).

**Institutional Core Competencies (ICC):** The College's five ICCs can be found at: <http://deanza.edu/about/icc.html> The first ICC (Critical Thinking) is being assessed this year. The second ICC to be assessed (Global, Cultural, Social, and Environmental Awareness) was selected by the Academic Senate and will be discussed at the April 2013 Convocation Day. It will be fully assessed in the 2013-14 academic year.

**Outcomes/Assessment Cycles:** All programs under the three PBTs completed their fourth consecutive year of working on their annual outcomes/assessment cycles and summarized their activities and findings in their APRU. Their goal remains to complete at least one full assessment cycle on each outcome statement before the

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writing their CPR report in 2013-14. All outcomes/assessment documentation is maintained in the TracDat system at: <https://deanza.tracdat.com/tracdat/>

**Curriculum Cycles:** All College curriculum continues to revolve on a staggered five-year revision cycle.

### **Year #3 - 2013-14: Comprehensive Program Review**

**The ACCJC Accreditation Cycle:** We must continue to address recommendation #1 (Mission) and are required to submit a follow-up letter on our progress this fall. We continue to address the planning agenda items identified in our 2010-11 self-study. Our annual ACCJC report is to be submitted. The ACCJC follow-up report is posted on the College's website at:

<http://deanza.edu/accreditation/followupreportteamvisit2012.html>

**Ongoing Planning Reviews and Documents:** This year the CPC will develop and administer the process to review the College's Mission Statement. The CPC annually reviews the integrated planning process through the administration and review of the Annual Governance Assessment Survey.

**PBT and College Council:** All three PBTs and the College Council continues their planning and resource allocation (PRA) activities. They also continue to refine the integration and coordination of outcomes/assessment with the program review process. The work of the PBTs and the College Council can be viewed at their respective websites.

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Student Services: <http://deanza.edu/gov/SSPBT/>

Finance and Educational Resources: <http://deanza.edu/gov/ERCOPBT/>

College Council: [http://deanza.edu/gov/college\\_council/](http://deanza.edu/gov/college_council/)

**Ongoing Development and Assessment of Student Equity Plans:** The Faculty Director expands the functions the Office of Student Equity, Social Justice, and Multicultural Education and. Website at: <http://deanza.edu/studentequity>

**The six-year Program Review Process:** All programs under the three PBTs will complete and submit their Comprehensive Program Reviews (CPR) by the end of the spring quarter. All Program Review information is posted on the respective PBT websites (see PBT and College Council URL information above).

**Institutional Core Competencies (ICC):** The College's five ICCs can be found at: <http://deanza.edu/about/icc.html> The second ICC (Global, Cultural, Social, and

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Environmental Awareness) will be fully assessed this year. The third ICC to be assessed will be selected by the Academic Senate and will be discussed at the April 2014 Convocation Day. It will be fully assessed in the 2014-15 academic year.

**Outcomes/Assessment Cycles:** All programs under the three PBTs will have completed their outcomes/assessment cycles and summarized their activities and findings in their four previous APRUs. All programs will assess the Program Level Outcomes (PLO) and summarize their activities and findings in their CPR report by the end of the 2013-14 academic year. All outcomes/assessment documentation is maintained in the TracDat system at: <https://deanza.tracdat.com/tracdat/>

**Curriculum Cycles:** All College curriculum continues to revolve on a staggered five-year revision cycle.

### **Year #4 - 2014-15: Mid-Term Report Year**

**The ACCJC Accreditation Cycle:** We must submit our Mid-Term Report to the ACCJC. We continue to address the planning agenda items identified in our 2010-11 self-study. Information is posted on the College's accreditation website at: <http://deanza.edu/accreditation/>

**Ongoing Planning Reviews and Documents:** This year the CPC will develop the process to review the College's Education Master Plan (EMP). The CPC annually reviews the integrated planning process through the administration and review of the Annual Governance Assessment Survey.

**PBT and College Council:** All three PBTs and the College Council continue their planning and resource allocation (PRA) activities. They also continue to refine the integration and coordination of outcomes/assessment with the program review process. Much time will be spent integrating the CPR and five-year program plans into the planning and budgeting process. The work of the PBTs and the College Council can be viewed at their respective websites.

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Student Services: <http://deanza.edu/gov/SSPBT/>

Finance and Educational Resources: <http://deanza.edu/gov/ERCOPBT/>

College Council: [http://deanza.edu/gov/college\\_council/](http://deanza.edu/gov/college_council/)

**Ongoing Development and Assessment of Student Equity Plans:** The Faculty Director expands the functions the Office of Student Equity, Social Justice, and Multicultural Education and. Website at: <http://deanza.edu/studentequity>

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**The six-year Program Review Process:** All programs under the three PBTs will reflect on the 2013-14 CPR findings/recommendations and submit a report to their respective PBT outlining their program plans for the next five years leading up to the next CPR. Programs are not required to submit an APRU in 2014-15, however, their Reflection Year Report should include their outcomes assessment calendar for the next four years. All Comprehensive Program Review and Reflection Year report information is posted on the respective PBT websites (see PBT and College Council URL information above).

**Institutional Core Competencies (ICC):** The College's five ICCs can be found at: <http://deanza.edu/about/icc.html> The third ICC (TBD) will be fully assessed this year. The fourth ICC to be assessed will be selected by the Academic Senate and will be discussed at the April 2015 Convocation Day. It will be fully assessed in the 2015-16 academic year.

**Outcomes/Assessment Cycles:** All programs under the three PBTs Programs are not required to submit an APRU in 2014-15, however, their Reflection Year Report (see Six-Year program Review above) should include their outcomes assessment calendar for the next four years. Their goal remains to complete at least one full assessment cycle on each outcome statement before writing their next CPR report in 2019-20. All outcomes/assessment documentation is maintained in the TracDat system at: <https://deanza.tracdat.com/tracdat/>

**Curriculum Cycles:** All College curriculum continues to revolve on a staggered five-year revision cycle.

### **Year #5 - 2015-16:**

**The ACCJC Accreditation Cycle:** We continue to address any remaining issues identified in our 2010-11 self-study and/or the 2014-15 Mid-Term Report. Our annual ACCJC report is to be submitted. We form accreditation standard review teams. Information is posted on the College's accreditation website at: <http://deanza.edu/accreditation/>

**Ongoing Planning Reviews and Documents:** This year the CPC will develop the process to review the full six-year cycle of the College's Integrated Planning Process (AKA The Quilt). The CPC annually reviews the integrated planning process through the administration and review of the Annual Governance Assessment Survey.

**PBT and College Council:** All three PBTs and the College Council continue their planning and resource allocation (PRA) activities. They also continue to refine the integration and coordination of outcomes/assessment with the program review



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process. The work of the PBTs and the College Council can be viewed at their respective websites.

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Student Services: <http://deanza.edu/gov/SSPBT/>

Finance and Educational Resources: <http://deanza.edu/gov/ERCOPBT/>

College Council: [http://deanza.edu/gov/college\\_council/](http://deanza.edu/gov/college_council/)

**Ongoing Development and Assessment of Student Equity Plans:** The Faculty Director expands the functions the Office of Student Equity, Social Justice, and Multicultural Education and. Website at: <http://deanza.edu/studentequity>

**The six-year Program Review Process:** All programs under the three PBTs will complete their first of four Annual Program Review Updates (APRU) between CPRs. All Program Review information is posted on the respective PBT websites (see PBT and College Council URL information above).

**Institutional Core Competencies (ICC):** The College's five ICCs can be found at: <http://deanza.edu/about/icc.html> The fourth ICC (TBD) will be fully assessed this year. The fifth (and last) ICC to be assessed will be selected by the Academic Senate and will be discussed at the April 2016 Convocation Day. It will be fully assessed in the 2016-17 academic year.

**Outcomes/Assessment Cycles:** All programs under the three PBTs will complete their year of working on their annual outcomes/assessment cycles and summarize their activities and findings in their first of four APRUs between CPRs. Their goal remains to complete at least one full assessment cycle on each outcome statement before writing their next CPR report in 2019-20. All outcomes/assessment documentation is maintained in the TracDat system at: <https://deanza.tracdat.com/tracdat/>

**Curriculum Cycles:** All College curriculum continues to revolve on a staggered five-year revision cycle.

## **Year #6 - 2016-17: The Self-Study**

**The ACCJC Accreditation Cycle:** We continue to address any remaining issues identified in our 2010-11 self-study and/or the 2014-15 Mid-Term Report. The accreditation standard review teams meet to draft the College's Self-Study Report. Information is posted on the College's accreditation website at: <http://deanza.edu/accreditation/>

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**Ongoing Planning Reviews and Documents:** This year the CPC will develop the process to review the College's Outcomes/Assessment Process. The CPC annually reviews the integrated planning process through the administration and review of the Annual Governance Assessment Survey.

**PBT and College Council:** All three PBTs and the College Council continue their planning and resource allocation (PRA) activities. They also continue to refine the integration and coordination of outcomes/assessment with the program review process. The work of the PBTs and the College Council can be viewed at their respective websites.

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College Council: [http://deanza.edu/gov/college\\_council/](http://deanza.edu/gov/college_council/)

**Ongoing Development and Assessment of Student Equity Plans:** The Faculty Director expands the functions the Office of Student Equity, Social Justice, and Multicultural Education and. Website at: <http://deanza.edu/studentequity>

**The six-year Program Review Process:** All programs under the three PBTs will complete their second of four Annual Program Review Updates (APRU) between CPRs. All Program Review information is posted on the respective PBT websites (see PBT and College Council URL information above).

**Institutional Core Competencies (ICC):** The College's five ICCs can be found at: <http://deanza.edu/about/icc.html> The fifth ICC (TBD) will be fully assessed this year. The first ICC (Critical Thinking) will be fully assessed for the second time in the 2017-18 academic year.

**Outcomes/Assessment Cycles:** All programs under the three PBTs will complete their year of working on their annual outcomes/assessment cycles and summarize their activities and findings in their second of four APRUs between CPRs. Their goal remains to complete at least one full assessment cycle on each outcome statement before writing their next CPR report in 2019-20. All outcomes/assessment documentation is maintained in the TracDat system at: <https://deanza.tracdat.com/tracdat/>

**Curriculum Cycles:** All College curriculum continues to revolve on a staggered five-year revision cycle.

### **Integrated Planning Chart glossary of terms:**

APRU – Annual Program Review Update



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AC – Assessment Cycle

ACCJC - Accreditation Commission for Community and Junior Colleges

AUO – Administrative Unit Outcome

CPC – College Planning Committee

CPR – Comprehensive Program Review

DAC – De Anza College

EMP – Education Master Plan

GCSE – Global, Cultural, Social and Environmental

ICC – Institutional Core Competencies

ILO – Institutional Learning Outcomes (at De Anza AKA ICC)

OAC – Outcome Assessment Cycle

PBT – Planning and Budgeting Team

PRA – Planning and Resource Allocation

“Quilt” – De Anza College’s Integrated Planning Chart

SLO – Student Learning Outcome

SSLO – Student Services Learning Outcome