Title: 

Plan Type: Program Plan

OPR: Collaborative

Groups:

References: (LRCCD policies and regulations, other applicable policies and regulations, LRCCD plans, SCC governance direction, accreditation references, etc.)

PURPOSE and OBJECTIVES:
Purpose: Briefly state the overall purpose or mission of the program and its role(s) across the college. Indicate the purpose of the current plan in terms of the general activities and time period that it covers.

Objectives: Provide information on the program objectives for this planning cycle. These objectives should align with and support the College Goals.

PROCEDURES: Explain the overall procedures that the program uses to fill its purpose and implement its objectives.

<table>
<thead>
<tr>
<th>Procedure or task</th>
<th>Time line</th>
<th>Responsible person(s)</th>
<th>Comments</th>
</tr>
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</table>

MEASURES OF MERIT / OUTCOME MEASURES: These are measures that will let you know if you have successfully implemented your objectives.

RESOURCE REQUIREMENTS: State the resources (financial, facilities, and IT) that are needed to implement program objectives at two levels:
(A) Resources for full implementation of the program
(B) Resources to sustain a minimal program

<table>
<thead>
<tr>
<th>Objective</th>
<th>Outcome</th>
<th>Resource Requirements</th>
<th>Projected Costs</th>
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DATE: (including date of the original plan and of annual updates)

REVIEW CYCLE: Annual
SCC Program Plan Instructions:

Title: Please include program name and the planning year in the title.

Plan Type: Program Plan

OPR: List the Office of Primary Responsibility for the program.

Collaborative Group(s): List the other groups around campus that are involved in accomplishing the tasks of the program.

References: List all relevant policies, regulations, etc. (LRCCD policies and regulations, other applicable policies and regulations, LRCCD plans, SCC governance direction, accreditation references, etc.)

PURPOSE and OBJECTIVES:

Purpose: State the overall purpose or mission of the program and its role(s) across the college. Indicate the purpose of the current plan in terms of the general activities and time period that it covers. You may want to add some history about the program and its function in the College if that is appropriate.

Objectives: Briefly state the program objectives for this planning cycle. This answers the question “what does your program plan to do over the next year?” You will want to consider the following when writing the objectives:
- These objectives should align with and support the College Goals.
- You will want to write your objectives so that the outcomes measures can be easily described later in the program plan.
- You will want to write the objectives so that they align with the resource requirements that you will list later in the program plan. In times of budget constraints, you may want to write you objectives in such a way that you can indicate resource requirements in “stages” from the minimum that would be useful to the amount needed to fully implement all objectives at a maximum level.

PROCEDURES:

Explain the overall procedures that the program uses to fill its purpose and implement its objectives. This answers the question “How will you achieve the objectives that you listed above?” These paragraphs should include actual timelines and may include references to resources. It may be helpful to include a table showing the tasks undertaken by your program, the timeline of each task, and who is responsible for completing the task as shown below:

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You will want to set this up so that it aligns with the objectives that you outlined earlier in the plan and with the resource requirements that you will outline later in the program plan.
MEASURES OF MERIT / OUTCOME MEASURES:
These are measures that will let you know if you have successfully implemented your objectives. Each objective should be measured by one or more of these metrics. Different programs may have very different outcomes and no one set of measures will be useful to all programs. You may want to consider the following, among other things, when designing outcome measures:

• Provision of services: Examples – the number of students served by a tutoring program, the number of books sold by the bookstore, number of books checked out from the library collection, the number of employees attending staff development activities, etc.

• Perception of impact: Examples – surveys of student or staff related to the effectiveness of tutoring, customer satisfaction measures for the bookstore, surveys of distance education students, evaluations of staff development workshops, etc.

• Student or staff outcomes: Examples – student success on assignments following tutoring, measures of how faculty used ideas from staff development workshops in their classes, SLO achievement by students in BSI supported interventions, etc.

RESOURCE REQUIREMENTS:
State the resources (financial, facilities, and IT) that are needed to implement your program objectives. In time of budget constraints, it is important to write this section so that you indicate at least two "stages" of resource requirements (A) the amount needed to sustain the minimum program activity that would be useful and (B) the amount needed to fully implement all program objectives.

Be sure to clearly link your resource requirements to the objectives and procedures that you stated earlier in the program plan. You can use a variety of formats to do this. For example, you could include a table with heading like the one below.

Briefly indicate if the resources that you received based on your last program plan were adequate or inadequate for the work done. If resources were adequate, but more will be needed in the future due to new activities for the program be sure to include this information.

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DATE: (including data if the original plan and of annual updates)
REVIEW CYCLE: Annual