



Riverside City College

Program Review and Plan

2025-2026 Cycle

RCC's 3rd cycle of **Program Review and Planning (PRaP)** began in Fall 2024 including a Comprehensive review in alignment with the College's 2025-2030 Strategic Plan. The overall guiding questions for the Comprehensive Plan narratives were:

- How does the program or department support the college's mission, Strategic Plan, and Vision 2030?
- What do we take pride in?
- What do we want to be known for?
- What specific actions can we take to create legitimized outcomes for our students?

2025-2026 CYCLE

This year's cycle will build on the Comprehensive review. The cycle includes changes intended to make the **PRaP** process more meaningful at the Department and Division levels. Departments are asked to engage in Program Review, intentionally **reviewing data and reflecting** on what is working and what might need to be improved including meaningful aligned with the College's 2025-2030 Strategic Plan and the State's Vision 2030. They will use their Comprehensive Program Review and Plan narrative as well as respond to four questions building on their work from last year. For this cycle, Departments will complete the **Review** and Divisions will create the **Plan**.

Division Deans are asked to **review Department Program Review reports, review data and reflect** on their divisions overall. Deans are also asked to create an **action plan aligning division efforts** with the Strategic Plan.

The Plan piece of **Program Review and Planning** includes

- Increased direction and support for Resource Request processes including clarification of resources that should be external to the Prioritization Process
- Prioritization process is intentionally overseen by the Leadership Councils and President's Leadership Team

Department Due Date: April 30th, 2026

May: Division Deans will review Department plans, data, and engage in constructive planning conversations. The goal for this month will be for Deans to better understand Department data, gaps, barriers, and get a feel of how the Departments want to address student success and how the Dean can support this work. Deans can then use the summer to build a Division plan.

Summer 2026: Division Deans will engage in constructive conversations with each other – collaborating and combining efforts – and with their Vice Presidents.

Vice Presidents will create plans aligned with the College's Strategic Plan (Big picture) and also directly support the division action plans.

DISCIPLINE AND DEPARTMENT PROMPTS

Narrative prompts have been added to this year's Program Review and Plan Update cycle. The Program Review Committee is asking each Discipline and Department to review last year's Comprehensive Narrative Responses, reflect on this year's prompts, and engage in data-driven discussion about student success.

- Institutional Effectiveness will host a data analysis day and share the data to ask questions – data coaches could be involved and facilitate the conversation. [Strategic Planning Goals Engage and Serve] [e.g. Strategies 4.1, 4.3, 5.3, 5.4]
 - **Data** to present:
 - Success rates
 - Disaggregated data
 - Different modalities and times of day / week
 - Questions for the data analysis:
 - What do you see in the data?
 - Where are your strengths? Where are your challenges?
 - What have you attempted in the classroom to improve success rates? Did it work? Why or why not?
 - What are you thinking about trying in the classroom, discipline, and / or department to improve success rates?
 - What kind of professional development do you need in order to address your challenges or hopes?
- What support do you need to help your students navigate barriers to their success? Examples of support might include Professional Development, teaching practice support, or faculty learning communities with a specific focus.
- What kinds of inter-departmental collaboration might help you better support students? (Academic Support Services, Grant Development to be able to partner with for funding, etc.)
 - How can your Dean support this collaboration?
- Based on your overall reflections, what are your overall ideas for addressing student success barriers?
 - What steps will your Department take in the next semester or year?
 - What is your highest priority need? What RCC Strategic Planning Pillar is aligned with this need? (Build, Engage, Serve, Treasure)

DIVISION ANNUAL PLAN

Deans will review each Discipline and Department **Program Review** and respond through appreciative inquiry techniques.

Each Dean will also have a set of narrative prompts allowing them to reflect on what they have learned, synthesize the Department responses and feedback, and create a **Division Annual Plan** focusing on **data-driven** short-term needs.

Throughout April and May, Deans will be encouraged to host division-wide conversations that provide input for the develop of the Division Annual Plan.

Deans Guiding questions that might be useful:

- Have you thought about why students are more successful in _____ discipline, while less successful in _____ discipline?
- I notice higher than average success for _____ students in _____ classes. Why do you think that is?
- What groups of students are more successful in your classes (demographics, gender, age, etc.)? What have you attempted in order to address these gaps? What worked or didn't work?
- What kinds of support (tutorial services, in department resources, programmatic resources, etc.) or recommendations for support are you providing students? Do you know if students are listening to your recommendations?
- As a Dean, what steps or actions would you like me to include for the Division to better support your efforts?

Deans Planning might include:

- What do we need to get from point A this year to increase completion in the next 3-5 years?
 - Looking at the initiatives and goals you set last year, which have made progress?
 - Do any goals or initiatives need to be reset or adjusted?
 - What might you be able to accomplish without additional funding?

Supporting planning and collaboration, the VP of Planning and Development will convene joint deans' meetings providing time and space for collaborative conversations. Topics include:

- Data Demystification – analyzing the data for action
- How can we find time to make the Program Review and Planning process meaningful?
- Reflection on B.E.S.T. and Strategic Planning Objectives and Strategies
- Equity conversations – how to engage faculty and support intentional actions closing student equity gaps

VICE PRESIDENT ROLE

Over summer 2026, Vice Presidents will engage in data-driven conversations about how to support Divisions in implementing their plans.

VP's will create plans based on this input and aligned with the Strategic Plan and their roles as Tri-Chairs of Leadership Councils.

The VP Plans will be ready to share in Fall 2026.

PRIORITIZATION PROCESS

Department **PRaP's** and the corresponding **Prioritization Process** (resource allocation) link department-level planning to the College's Strategic Plan.

Department **PRaP's** serve as an internal planning document supporting communication of unit priorities with the unit as well as across the department and division. Additionally, not everything that we do needs prioritized college funding, but is still important to document and communicate. Every department completes and **PRaP**. Based on the Vice President's review, some initiatives (but not all) will be included in the VP's plan.

The **Prioritization Process** is led by Leadership Council members. Ideally, prioritization focuses not on routine resource requests (such as repairs to facilities, safety issues, replacement technology), but on strategically deciding which proposed strategies / initiatives to support in order to help the college meet its goals and equitable student success targets. Prioritization facilitates determining how/ where to apply funding and promotes transparency so that the college is working together strategically rather than in isolated silos.

Division Annual Plans should include initiatives and resource requests needed to meet these strategic goals.

RESOURCES

The Committee is working to *continue differentiating* between the Program Review and Planning process and the Resource Prioritization Process. As part of this effort, the Office of Institutional Effectiveness has developed a Resource Prioritization Guide which gives an overview of the different ways resources can be requested.

For this 2025-2026 cycle, prioritization requests will be identified and included in the Division Annual Plan.

****For ALL POTENTIAL RESOURCE REQUESTS, please talk with your dean about the feasibility of the request and the potential funding sources.****

Resources that **SHOULD BE** included in a Program Review Prioritization

- Equipment, increased supplies budget, funding for professional development, etc. that is needed for a new program
- Equipment, increased supplies budget, funding for professional development, etc. that is needed because of a significant change in program delivery, pedagogy, change in legislation, change in articulation, change in accreditation, etc.
- Personnel that are needed for a program that has significantly grown or changed
- Professional Development

Resources that **SHOULD NOT BE** included in a Program Review Prioritization

- Equipment that is at the end of its life cycle and needs to be replaced or refreshed
- Facilities-related equipment (table, chairs, desks) that need to be replaced or refreshed
- Emergency needs where equipment is needed for instruction but has failed
- Safety needs where equipment must be replaced or repaired to prevent injury
- Equipment or Personnel that are required by accreditation or legislation