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Program and Area Review Basics

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The Basics...

At Chabot College, all academic programs (all disciplines) areas, all service areas, and all shared governance committees completes a review. The purpose of the review is to summarize progress towards improvement goals (academic or service), document challenges, and request resources. Reviews are the foundation for area or discipline, division, and college planning and budgeting. At Chabot, we use a three year cycle:

- YEAR 1: comprehensive planning year
- YEAR 2: implementation year
- YEAR 3: assessment and evaluation

The full cycle is through the end of the third year's fiscal year, so the current planning cycle covers fiscal years, 2018-19, 2019-20, 2020-21. For ease of reference, we refer only to the fall year, so the cycle is labeled: 2018-20. In Fall 2017, the Program and Area Review submitted for 2018-20 was YEAR 1, Comprehensive Plan. In that review, resource requests were made for each of the three years, and a plan was presented, which will be implemented during this academic year (2018-19). Each year, regardless of which "year" we are in, areas and disciplines will be asked to project their new needs and request resources for three years out. In this review, you will be asked to request resources through 2021. Projecting our resource needs three years out facilitates better planning and budgeting.

Resources have been allocated in the current fiscal year cycle, July 1, 2018-June 30, 2019. Consult with your area manager or division dean for information on how resource requests were allocated. In Fall 2018, budgets were loaded that reflect your previous requests and needs as "baseline." This work was done as carefully as possible; however, there may be specific issues within areas or disciplines. You will be able to ask through Program/Area Review for additional resources (augmentation). Please consult with your area manager or division dean.

What's New in Program and Area Review--Fall 2018!

- This is an "update year," but new questions have been added based on the change in our funding formula, the addition of discipline plans to academic reviews, and the need for committees that prioritize categorical funding to easily identify new initiatives relevant to that funding stream.
- The President and Vice Presidents have prepared strategic "white papers" to provide their perspective on key planning initiatives that can guide your work.
- Discipline plans in academic reviews. These have historically been completed outside of Program and Area Review. They are now incorporated, and will be the basis for CEMC (Enrollment Management Committee) to determine FTEF allocations. We have asked for a base discipline plan (flat vs. 2018-19), an upside plan (addition of 10% more FTEF), and a downside plan (reduction of 10% FTEF). This replaces the "New FTEF" portion of prior Program Reviews.
- Reviews can now have multiple authors. The "lead author" can invite colleagues to join in the work of developing the review.
- To quickly and accurately provide funding requests to relevant resource allocation committees, there are two new tools:
 - A "primer" prepared by our VP of Administrative Services on how to categorize your requests. In other words, what goes under Contracts and Services, Equipment, Supplies and Technology.
 - Deans and Area Managers will indicate potential funding sources for all requests to enable the sorting of requests by resource allocation committee.
- All full-time personnel requests must now be accompanied by the appropriate personnel request form. Those forms will be provided to the relevant prioritization committee.

Program and Area Review Forms

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