SHASTA COLLEGE

Program Review & Area Planning Flow Chart

**BOARD OF TRUSTEES**

Annually review 2nd level summary reports with relevant recommendations from the President to inform the board’s goals for the college and president and to document our measures of success. *(This is informational only.)*

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**Cabinet**

With support from college-wide planning and institutional research, Cabinet will consider recommendations from College Council and make recommendations to the Board of Trustees. *Decisions will be communicated back to College Council.*

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**College Council**

College Council uses the 2nd level summary reports to inform recommendations to President’s Cabinet regarding college-wide planning. The President can also send initiatives to College Council using the same template. College Council may send requests to the Budget Committee for feasibility. *Discussions and decisions are shared via minutes.*

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**Instructional Council**

**Student Services Council**

**Administrative Services Council**

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**2nd Level Reporting**

Managers in Instruction (Academic Deans), student support services (Deans or Directors), and administrative services (Directors) will review plans from their areas. *Each area lead will communicate with their 1st level reporting teams on the content and quality of the area plan (and program review) and how it will be summarized into the area’s 2nd level report.*

Academic Deans will provide a prioritized summary for each division to Instructional Council. Department heads in student services will provide a prioritized summary to Student Services Council. Directors in administrative services will provide a prioritized summary to Administrative Services Council. Each Council will review the prioritized summary reports from the deans/directors within their area and provide a prioritized report to College Council.

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**Annual Area Plans (1st Level Reporting)**

Any Shasta College area, department, program, or division must submit an AREA PLAN of their goals and action plans to the immediate supervisor. The purpose is to document program quality (strengths and weaknesses); identify areas for improvement and establish goals to improve student success or institutional effectiveness through integrated planning that ties the goals from each area or program to the college goals and uses data (including assessments) to inform decision-making and resource allocation. In addition to area plans, *all EDUCATIONAL PROGRAMS that lead to a certificate or degree must submit a PROGRAM REVIEW at a minimum of two year intervals.*