

2025-26 Program Review and Planning (PRP)

Non-Instructional Review
2025-26 Cycle

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Overview

Welcome, Expected Outcomes, and Purpose

Outcomes from Last Year's PRP Process

Updates to Non-instructional PRP Process and Form

PRP Form Overview

PRP Review and Resource Requests

Expected Outcomes

- At the end of this session, you will be able to:
 - Explain the purpose of Program Review and Planning (PRP).
 - Complete your PRP Form.
 - Describe how the PRPs will influence resource allocation decisions.



Purpose

Type in Chat the answer to the question below.

Why do noninstructional programs engage in the PRP process?

Outcomes from 2024-25 PRPs

- 80% of non-instructional units completed their PRPs
- Resource requests were downloaded and divisions prioritized requests
 - One-time and technology needs
 - Facilities
- *Program Review and Resource Allocation Committee* combined divisional lists, completed follow up for clarity on specific items, and recommended funding top prioritized items.
- Recommendations forwarded to IEPFSC for review/recommendations
- ~\$476,000 allocated
 - [2024-25 PRP Resource Allocations](#)



Summary of Updates for Non- instructional PRPs

In 2024-25, moved from a three-year to a four-year cycle!

2025-26 Combined Instruction and Non-Instruction PRP webpages.

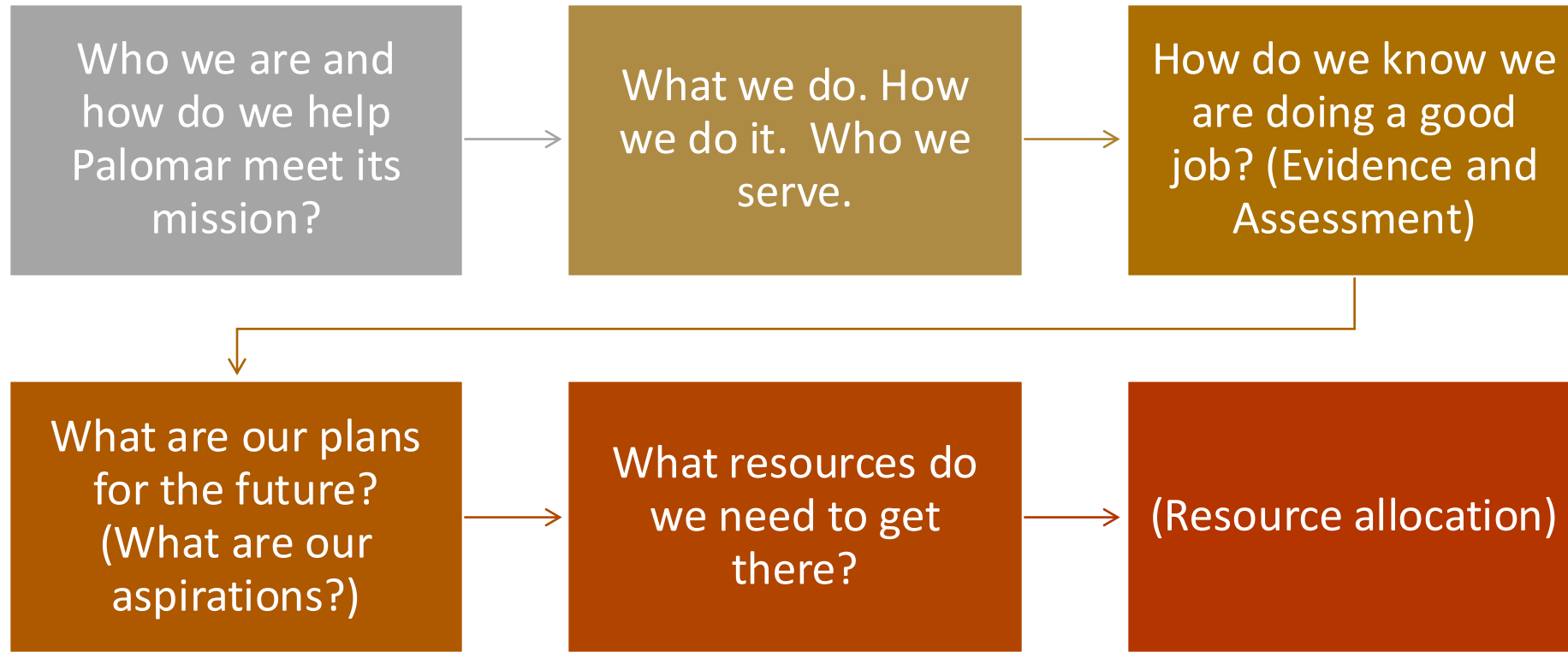
Upcoming: Review of NonInstructional PRP Form

Timeline for Non-instructional PRPs

TASK	ASSIGNED TO	START	DUE DATE
Webpage, Forms, and Data Updated	IRP&G	12/08/2025	01/09/2026
Training	IRP&G	01/20/2025	02/04/2026
Department Units Complete PRP Forms	Department Units	01/21/2026	03/11/2026
Dean/Direct Supervisor Review	Deans/Direct Supervisors	03/13/2026	04/24/2026
Department Units Receive Feedback and Make any Changes	Department Units	04/24/2026	05/08/2026
Dean Sign Off on Final PRP	Deans	05/08/2026	05/22/2026
Vice President Review and Feedback	VPs	06/01/2026	07/11/2026

PRP Process and Form Review

Program Review and Planning Process



PRP Form Review



Unit Overview

Program/Unit
Assessment

Evaluation and
Goals

Resources

Review and
Feedback

- Accessing and Completing your PRP
- All things Non-Instructional PRP: [Program Review Webpage](#)
- How do I know which form I will complete?
- Access your form from the webpage by selecting the correct form under Announcements or under STEP ONE of Instructions.
- Access SAO Data

Program Review and Planning - Tips

- Assessment should be guided by evidence and analysis.
- PRPs should be completed and shared with department/unit.
- Goals and improvement plans should be clearly connected to program assessment (e.g., evidence and SOAR analysis).
- Connect resource requests to your program goals and align with other institutional plans.
- Verify one-time requests cannot be covered in existing budget and are in fact one-time requests.

PRP Dean/Director Review and Resource Allocation



Director Supervisor/Manager/Dean Review

- After submission, Director Supervisors/Deans will review all PRPs (March-April)
- Feedback will be provided by the end of the Spring semester.

Updates to Resource Allocation Process

Request to streamline the timeline! (Start Review in the Spring)

Get the funding to you sooner

Better alignment with budget cycle



To do this, all instructional and noninstructional programs must complete their PRPs by 3/13/2026

Guidance Regarding Resource Requests

- Program Review Allocation: \$500,000
- Program Review Funds are intended to be “one-time” to support program/unit goals!
- Not a lot of money...but
 - Other resources may be identified
 - If we receive additional funds (like we did with HEERF) we can fund down the slate
- **IMPORTANT: PROVIDE AN ESTIMATE (Including Taxes)!**

Guidance Regarding Resource Requests

- Info related to specific requests
 - Computer replacements
 - Items better suited for departmental budgets
 - Food-related requests (cannot fund 😞)
 - Software requiring ongoing licensing
 - Large facilities requests (tough to fund when we only have \$500,000)
- **IMPORTANT: INCLUDE BEST ESTIMATE (including taxes)!**

Need Help

- PRP General Assistance
- Nuventive Improve
- Technical stuff:
 - Defining,
 - Refining, and
 - Assessing!
- Additional SAO resources that we love!
 - [Hartnell College SAO Assessment Guide](#)
 - [San Bernardino Valley College SAOs](#)

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Questions?
