2025-26 Program Review and Planning (PRP)

Non-Instructional Review

2025-26 Cycle

Michelle Barton

Marti Snyder

Overview

Welcome, Expected Outcomes, and Purpose

Outcomes from Last Year's PRP Process

Updates to Non-instructional PRPs Process and Form

PRP Form Review – Overview and Walk Through

PRP 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.
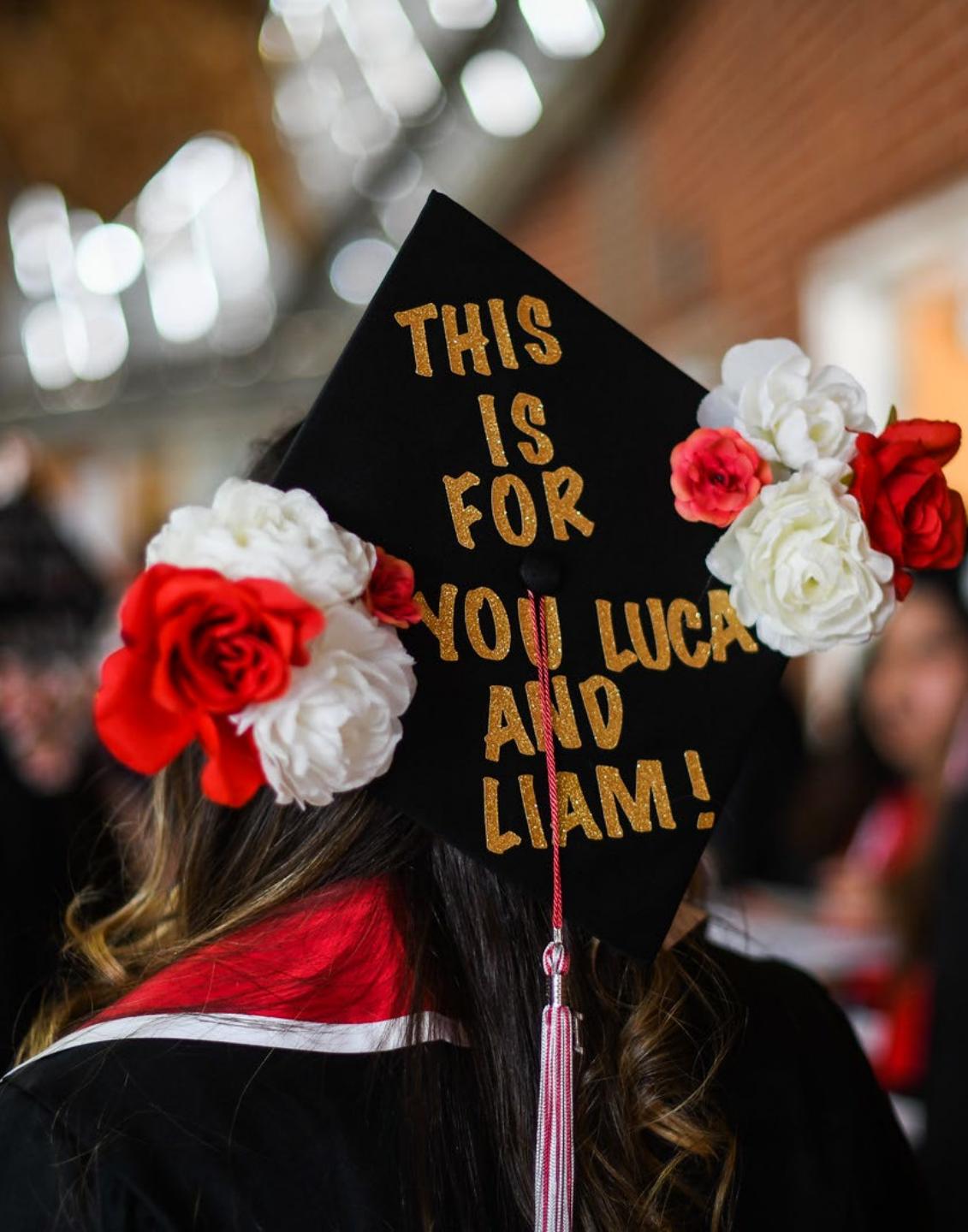
Purpose

Type in Chat the answer to the question below.

Why engage in the PRP process?

Program Review and Planning Process

Who we are and how do we help Palomar meet its mission?	What we do. How we do it. Who we serve.	How do we know we are doing a good job? (Evidence and Assessment)
What are our plans for the future? (What are our aspirations?)	What resources do we need to get there?	(Resource allocation)
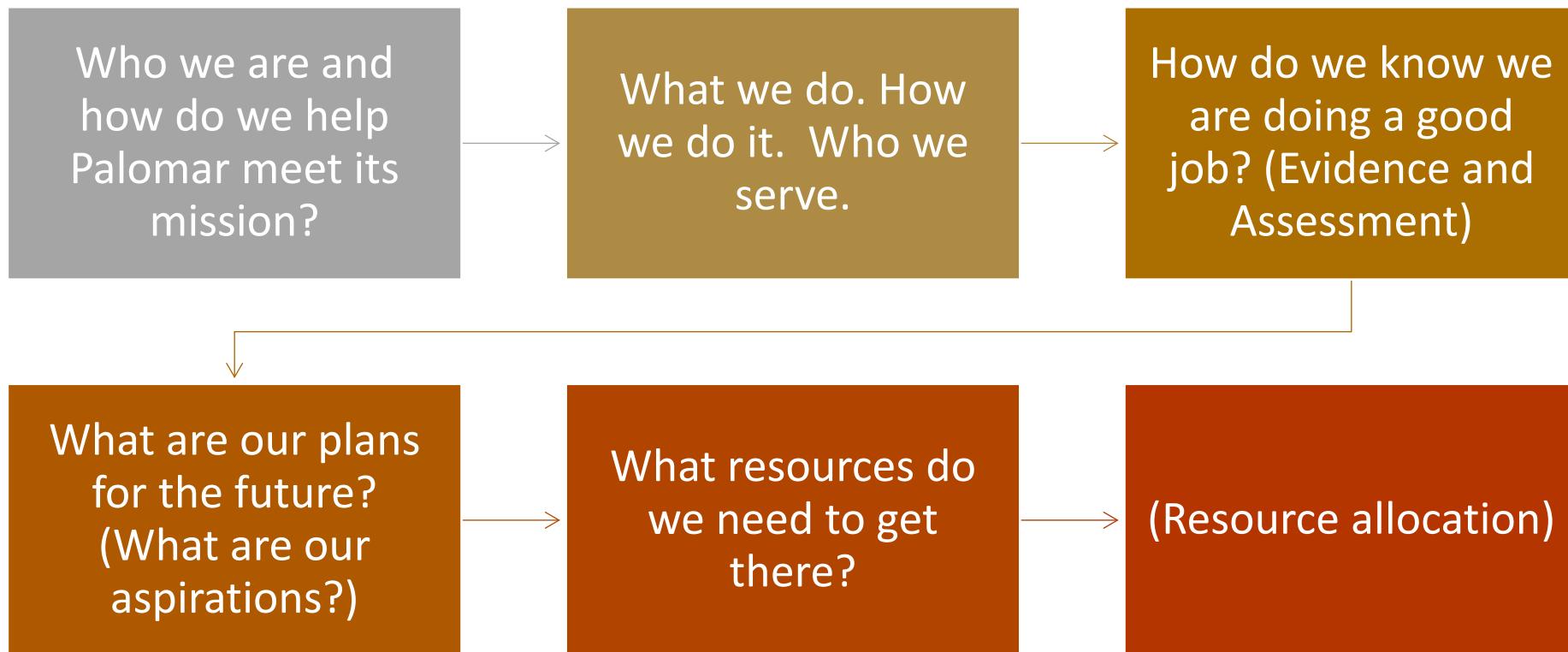
Outcomes from 2024-25 PRPs

- 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](#)
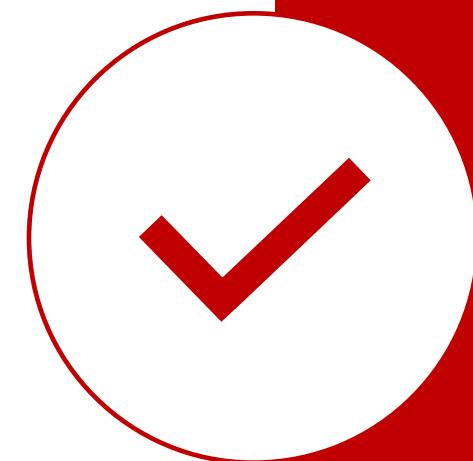
Summary of Updates for Non-instructional PRPs

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

2025-26 Combined Instruction and Non-Insturuction 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
Disciplines/Units Complete PRP Forms	Disciplines/Units	01/21/2026	03/11/2026
Dean/Direct Supervisor Review	Deans/Direct Supervisors	03/13/2026	04/24/2026
Disciplines Receive Feedback and Make any Changes	Disciplines	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 Form Review

Program Review & Planning (PRP)

| 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 and determine if you will be completing a Comprehensive or Annual review under Announcements or under STEP ONE of Instructions.
- Access SAO Data

Got SAOs?

A Service Area Outcome (SAO) is a statement about what a client will experience, receive, or know as a result of a given service. Clients can be students, faculty, staff, or community members.

- As part of our now four-year planning and review cycles, all non-instructional units are asked to:
  - identify at least two SAOs,
  - develop a plan and assess their SAOs,
  - reflect on the results,
  - and take action, as necessary.

- Enter our SAO information into Nuventive Improve

- **IMPORTANT: Sunset old SAOs in Nuventive!!!**
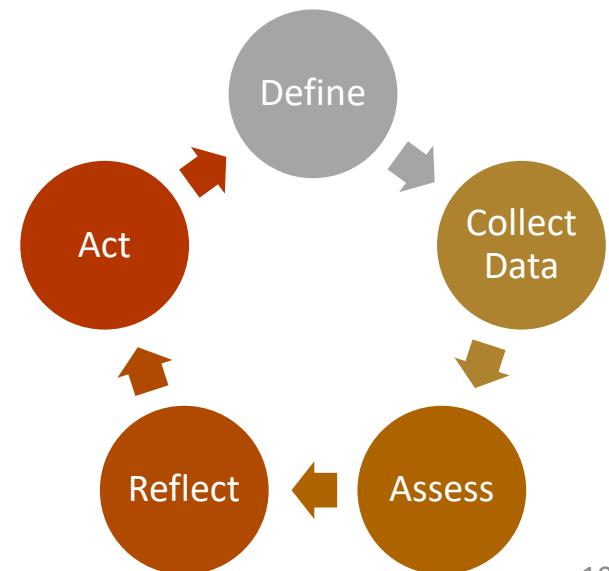
Program Review and Planning - Tips

- 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.

Director Supervisors and 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!

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

- Info related to specific requests
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    - Items better suited for departmental budgets
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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

Teams call or chat: Marti Snyder

Email: msnyder2@palomar.edu

Questions?