

Santa Rosa Junior College
Program and Resource Planning Process (PRPP)
Navigation and Editing Instructions

January 29, 2015 Revision

Changes for Spring 2015

- In Spring 2015, you only need to update the following sections:
- All Section 2 (resource requests), Section 3, Section 4 (SLOs), Section 6 (goals)

- If your program/unit has a faculty staffing request, you must also update:
- Section 1.2 (Environmental Scan) and Section 5 (performance measures)

New Drop Down menus for Strategic Planning (started in 2014)

When making resource requests, select which strategic planning goal it addresses.

New Drop Down menus for alignment with Mission (started in 2014)

When making resource requests, identify which aspect of the mission statement the request will address. If none seem appropriate, choose “operational” for routine items.

Section 3: Alignment with Strategic Plan (not needed until spring 2017)

3.1 Developing Financial Resources (align with Strategic Plan)

3.2 Serve our Diverse Communities (align with Strategic Plan)

3.3 Cultivate a Healthy Organization (align with Strategic Plan)

3.4 Safety and Emergency preparedness – Revised Environmental and Safety Form to report Safety, ADA, and Ergonomic (work station) issues

3.5 Establish a culture of sustainability (align with Strategic Plan)

Section 6.2b

New way of gathering editor feedback about the process or the data

January 20, 2015 revision

PRPP Sections	How Often to Update?
1.1a Mission	Every Third Year (next 2017)
1.1b Mission Alignment	
1.1c Description	
1.1d Hours of Office Operation and Service by Location	
1.2 Program/Unit Context and Environmental Scan	Every third Year (next 2017), but needed for Faculty Staffing Request
2.1a Budget Needs	Every Year
2.1b Budget Requests	
2.2a Current Classified Positions	
2.2b Current Management/Confidential Positions	
2.2c Current STNC/Student Worker Positions	
2.2d Adequacy and Effectiveness of Staffing	
2.2e Classified, STNC, Management Staffing Requests	
2.3a Current Contract Faculty Positions	
2.3b Full-Time and Part-Time Ratios	
2.3c Faculty Within Retirement Range	
2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests	
2.3e Faculty Staffing Requests	
2.4a Desktop Technology Equipment Requests	
2.4b Rational for Instructional and Non-Instructional Equipment, Technology, and Software	
2.4c Instructional Equipment Requests	
2.4d Non-Instructional Equipment and Technology Requests	
2.4e Safety, Utility, and ADA Impacts	
2.5a Minor Facilities Requests	
2.5b Analysis of Existing Facilities	

3.1 Develop Financial Resources	Every Year
3.2 Cultural Competency	
3.3 Professional Development	
3.4 Safety and Emergency Preparedness* Submit as occur using Environmental Health and Safety Form	
3.5 Sustainable Practices	
4.1a Course Student Learning Outcomes Assessment	Every Year
4.1b Program Student Learning Outcomes Assessment	
4.1c Student Learning Outcomes Reporting	
4.2a Key Courses or Services that address Institutional Outcomes	
4.2b Narrative (Optional)	
5.0 Performance Measures	Every Third Year, but required if there is a Faculty Staffing request
5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)	
5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)	
5.11a Labor Market Demand (Occupational Programs ONLY)	
5.11b Academic Standards	
5.2a Enrollment Efficiency	
5.2b Average Class Size	
5.3 Instructional Productivity	
5.4 Curriculum Currency	
5.5 Successful Program Completion	
5.6 Student Success	
5.7 Student Access	
5.8 Curriculum Offered Within Reasonable Time Frame	
5.9a Curriculum Responsiveness	
5.9b Alignment with High Schools (Tech-Prep ONLY)	
6.1 Progress and Accomplishments Since Last Program/Unit Review	Every Year
6.2a Program/Unit Conclusions	
6.2b Supervising Administrator/Manager Planning Conclusions	
6.3a Annual Unit Plan	

Strategic Plan Goal

- 00 NONE
- 01 **Student Success** – Support development of the whole student from early college awareness through successful completion of educational and career goals.
- 02 **Academic Excellence**- Foster learning and academic excellence by providing effective programs and services.
- 03 **Diverse Communities** – Serve our diverse communities and strengthen our connections through engagement, collaboration, partnerships, innovation, and leadership.
- 04 **Facilities/Technology** – Provide, enhance, integrate, and continuously improve facilities and technology to support learning and innovation.
- 05 **Sustainability** – Establish a culture of sustainability that promotes environmental stewardship, economic vitality, and social equity.
- 06 **Healthy Organization** – Cultivate an inclusive and diverse organizational culture that promotes employee engagement, growth, and collegiality.
- 07 **Financial Resources** – Pursue resource development and diversification while maintaining responsible fiscal practices and financial stability.
- 08 **Institutional Effectiveness** – Continuously improve institutional effectiveness in support of our students, staff, and communities.

Mission Alignment

- 00 NONE
- 01 **Student Learning** – We focus on student learning by preparing students for transfer; by providing responsive career and technical education; and by improving students’ foundational skills.
- 02 **Student Services** – We provide a comprehensive range of student development programs and services that support student success and enrich student lives.
- 03 **Vitality/Equality/Stewardship** – We support the economic vitality, social equity and environmental stewardship of our region.
- 04 **Personal/Professional Growth** – We promote personal and professional growth and cultivate joy at work and in lifelong learning.
- 05 **Civic Engagement** – We foster critical and reflective civic engagement and thoughtful participation in diverse local and global communities.
- 06 **Continuous Improvement** - We regularly assess, self-reflect, adapt, and continuously improve.
- 07 **Operational** – Operational resources requests that do not fit into a category above.

CITRIX access

To begin work on the PRPP that you can be connect through the Citrix server at:

<https://citrix.santarosa.edu>. If you have trouble connecting, please uninstall your existing old Citrix client, reboot your machine, and attempt the connection again. Visit the link below for Citrix support information.

<http://www.santarosa.edu/administration/administrative-services/information-technology/support/citrix/>

Remember to update your shortcuts and favorites.

How to access data for the PRPP

- Go to www.santarosa.edu/prpp
- Enter your email user name and password
- You will be taken to a Share Point PRPP site. When you access SharePoint for the first time, you will need to use this logon:
E-mail name.@ad.santarosa.edu
Example: kabrahamson@ad.santarosa.edu
Go to the following link that explains how to log on the first time:
<https://bussharepoint.santarosa.edu/SitePages/Error.aspx>

PRPP Data Documents (click on the folder)

A new window will open. At the top of each list is a **Configuration** folder that lists the program/units and how they are configured. You can choose from a number of folders:

- 2015 Academic Affairs Docs – Core and academic data (alpha sort), student equity data, FT/PT faculty percentages, Faculty within Retirement Range.
- 2015 Business Services Docs – Core data (alpha sort)
- 2015 Human Resources Docs – Core data (alpha sort)
- 2015 Petaluma Campus Docs – Core data (alpha sort)
- 2054 President’s Office Docs – Core data (alpha sort)
- 2015 Student Services Docs – Core data and academic, as needed (alpha sort)
- Warehouse - previous years archived documents
- PRPP Writer’s Guide -2015 – All changes shown in **red font** (download to your desktop)
- PRPP 2015 District Totals – Academic data (for District-wide comparison)
- PRPP 2015 District Totals- Core data (financial and human resources)

To log in and edit a PRPP template

1. Any editor or approver can access the PRPP template with an email name and password. (If you do not have access, email your supervisor for approval. The supervisor should approve and forward the request to John Mercer.) Go to CITRIX directly and click the icon for PRPP. Or, go to www.santarosa.edu/prpp
 - Click the box called **Link to PRPP Template** (yellow box at the top of the page)
 - This takes you to **CITRIX**. Log on using your email name and password. (Note: If you do not have CITRIX, it may need to be installed on your computer. Call the Information Technology Help Desk at extension 1765)
 - Choose the icon called **PRPP**.
 - Click **OK** indicating that you are an authorized user.
 - Enter your **user name** and **password** exactly as you enter them for campus email.
 - Click the **Log On** button.
2. The “Select Program/Unit Template” screen will appear.
 - **Component** – choose your component from the drop down menu (optional)
 - **Program Unit** – select your program/unit from the drop-down menu (required)
 - **Show Program/Units I can edit** – click this button to show only the program/units you are allowed to edit (optional). This narrows the choices.
 - Choose the **2014 In Progress** template at the end of the list (in progress for spring 2014, planning for the 2014-15 academic year) then click the **OK** button.
3. An “Edit Template” screen will appear. To the left you will see a navigational tree listing the PRPP sections. This is a “tree view,” so that you can open any or all sections of the PRPP in order to navigate. Click on the **plus sign (+)** to open each section. Click on a **minus sign (-)** to close a section. Click on the subsection you wish to view.
4. **Data Entry Text Screens.** The data entry screens with text blocks act very similar to word processing. Some basic word processing features are available on the screen. You can copy and paste text, tables, or graphs into these screens.
5. **Prompts.** To see the prompt and instructions for each screen, click on the little **red book icon** above the text block and editing tools. This brings up the questions and instructions for that screen. To view all of the prompts and instructions in one document, download the Writer’s Guide (explained on page 1).
6. **Spread sheet tables.** Spreadsheet tables are flagged with a green “excel” icon in the tree view. At the top of the screen is the data entry template. You make all additions and changes there, and the revised text will appear on the spreadsheet below. To select an existing entry, highlight it on the spreadsheet below.
 - **Add.** Add a new entry to the spreadsheet.
 - **Update.** Select the item you wish to change, make changes, and then select **Update**.
 - **Delete.** Select the item you wish to delete, and choose **Delete**.

These all contain similar fields, which may include:

- **Rank** = program/unit priority for this item. Number items 1,2,3 – don’t duplicate numbers. Combine related items in one line.

- **RS- Responsibility Code.** Drop down menu. Choose the Supervising Administrator that your program/unit reports to. Deans, VPs, and President, select your own responsibility code.
- **ACTV.** Enter the 4-digit budget activity code for your program/unit.
- **Object.** If this field is required, enter the budget object code.
- **Location.** Choose which location this request relates to. If it relates to the program as a whole in all locations, choose ALL.
- **Strategic Plan Goals.** Choose which goal (#1 – 8) of the Strategic Plan your request relates to.
- **Mission.** Choose which aspect of the mission your request relates to. If the request is a routine type of request, you may choose “operational.”
- **Amount.** Enter the \$ amount.
- **Brief rationale.** Keep rationales brief. The data exports to spread sheets. You can explain in more detail in the narrative portions.
- **Clear** – clear all data entry cells.
- **Add** – add a new item to your list
- **Update** – update an existing item you have selected in the table below.
- **Delete** – delete an existing item you have selected in the table below.

7. Functions in the Upper Left Hand Corner:

Reading from left to right

- **Spy.** For use by administrators only, to download spreadsheets, change editors/approvers, or reopen an approved document.
- **Person.** To log on as a different user.
- **Glasses.** To return to the choice menu and choose a different PRPP document.
- **Small “i”:** Information about this the editors, approvers, and budget codes for this particular PRPP.
- **Empty Square icon:** clears the entire text window in case the user has pasted something into a text block that he/she now can’t delete. Some functions in word do not work well with the PRPP system.
- **Disc Icon for “save.”** This button works, but only if the user has made changes to the text. Otherwise, it is grayed out. As you move from screen to screen, the user will also receive a “save” prompt.
- **W in a box = Word** – downloads the PRPP to your desktop (usually to your X-drive or home directory). You are asked to choose one of three options: “Create PRPP Template Document” (the full document) or “Create Faculty Staffing Requests Document” (which pull out a subset of responses specific to faculty staffing requests). The Strategic Plan option is no longer needed in 2014.
- **Disk.** Saves your screen. Moving from one section to another also prompts a “save” pop up.
- **Blue arrow.** To send a message to the approver(s). This only works for editors.

- **Red arrow.** To send a message from approver back to editors. This only works for approvers.
- **Red check mark:** Approver selects this for final approval. The PRPP becomes visible on the web only upon final approval.
- **Excel “X”** – for downloading spreadsheets. Only certain President’s, Vice President, and Deans have access to downloading. (If you need access, contact your supervisor for approval.) In the next window, click on the glasses for a set of sorting options.

9. How to copy and paste

To copy and paste text from one area to another, or from a word document into the PRPP template, you can use the following keystrokes:

To copy = control + “c” (PC) or apple + “c” (MAC)

To paste = control + “v” (PC) or apple + “v” (MAC)

You can’t use this technique for copying spreadsheets type of information---just blocks of text.

10. To view any approved PRPP

See instructions for numbers 1 to 3 above. Instead of editing the PRPP, just use the navigation tree to read any sections you are interested in. You can also save the document to your desktop, as described in #8.

PRPP Resource Requests What items go on which list?

When making resource requests in the PRPP template, **put each item on only one list**, not multiple lists.; otherwise, unnecessary and confusing duplication will occur. Review the definitions below to determine where the request should be listed.

Budget Requests (2.1b)

On this list, put budget requests for additional funds needed to support the unit. Essentially, any requests to enhance the 4000s or 5000s in the unit budget should be put on this list. For example, requests for copying funds, supplies, equipment maintenance, staff travel, and professional services. Exclude personnel costs 1000s, 2000s, or 3000s. Those are staffing requests. Exclude equipment (6000s), unless the equipment is less than \$200 and usually purchased from the unit's budget.

Classified, Management, Student or STNC Requests (2.2e)

List any requests for new positions, increases to existing positions, and requests to convert STNC positions to permanent, ongoing.

Desktop Technology requests

Desktop technology includes equipment for an individual faculty member, classified staff or manager that is used outside of the classroom (even if sometimes brought to class), such as a desktop computer, laptop, scanner or printer for office use. Desktop technology requests are processed through the Institutional Technology Group (ITG). Requests may be initiated via the following link: <http://www.santarosa.edu/forms>. They are **not** prioritized in the PRPP process.

Instructional Equipment (2.4c)

Instructional Equipment is furniture, equipment, technology or software upgrades, or other equipment used directly to serve students in an instructional setting, such as a classroom, lab, or playing field, or in student services setting, such as a Counseling office, a DRD lab or office, or other offices or that provide direct support to students.

The Chancellor's Office states that instructional equipment is "for instructional and/or library or learning resource activities involving presentations and/or hand experience to enhance student learning and skill development." Equipment is defined as "tangible District property of a more or less permanent nature that cannot be easily lost, stolen, or destroyed but which replaces, modernizes or expands an existing instructional program." Furniture and software may be included, but land, buildings, and licensed motor vehicles are excluded. Any equipment purchased must meet these definitions as well as be worth more than \$200.

A handy way to see if equipment qualifies as equipment right than supplies is to answer the five questions below. If you answer yes to any of them, the item should be classified as supplies rather than equipment.

1. Does the item lose its original shape and appearance with use?
2. Is it consumable, with a normal service life of less than one year? Does it last less than two years?
3. Is it easily broken, damaged or lost in normal use?
4. Is it usually more feasible to replace it with an entirely new unit than to repair it?
5. Is it an inexpensive item? Does the mall unit cost make it inadvisable to inventory the item?

SRJC process: Instructional equipment is defined as equipment that is used in the classroom in support of instruction, such as media equipment, computers, lab equipment, media enhanced classroom, chairs, desks, drapes or blinds. This list exports to a master spreadsheet and will be prioritized for each cluster by the supervising administrator. The Dean for Learning Resources coordinates the Academic Affairs requests, and the appropriate vice president (VP Academic Affairs, VP Student Services, or VP Petaluma Campus) establishes the priorities for their areas.

Non-Instructional Equipment (2.4d)

Non-instructional equipment is **not** used in a classroom, student services office, or to directly support instruction in a teaching venue. Some examples of non-instructional equipment include:

- Office chairs, desks, file cabinets, or shelves for classified staff or managers

- Office furnishings for faculty offices
- Vehicles if not used primarily directly to support instruction, such as a van used to transport students

Facilities (2.5a)

Generally speaking, a **facilities request** is an upgrade or changes to a medium to large area, such as:

- An upgrade to a single classroom or several classrooms
- An upgrade to an office suite or area
- An upgrade to restrooms, public spaces, or student services spaces
- A need for additional space – specify what kind of space and how much is needed
- Do not request entire buildings as those decisions major planning decisions; just state the space needs of the unit

Maintenance Requests (do not include in the PRPP)

Facilities Operation can submit small repairs or upgrades as maintenance requests on the forms provided. Examples of maintenance items include:

- Carpet of a small area, such as a faculty office, a hallway, or a small office
- Cosmetic upgrades such as paint or replacement of ceiling tiles
- Fixing something that is broken, such as broken blinds or replacing a lighting fixture
- Addressing small safety problems, such as a broken tile or a slippery step

Annual Plan: Ongoing Operations (6.3a)

List your goals for the next **academic year** (for major projects, you may need to project further into the future).

To do this, go back through your PRPP document and identify areas that need improvement as well as goals and directions for the future. Include any goals or plans to reduce costs or share resources during this period of financial constraint.

New Initiatives or Program Expansion (6.3b)

- A new initiative that will save costs, share resources, or restructure working arrangements that will help the District to continue to meet its mission during a time of economic constraint. (Do not list any individuals by name or position – that dialogue can occur later.)
- A new initiative/expansion requires **new** or **additional** resources.
- An initiative/expansion requires some kind of **cross-component collaboration** in order to move forward.
- An initiative (such as a new major or certificate) represents a **new, long-term commitment** for the District.

Do **NOT** include:

- Initiatives/expansions that can routinely be accomplished using existing program/unit resources and staff.
- Initiatives/expansion that do **not** require coordination of resources outside the program/unit.
- *Initiatives/expansions that are already funded and/or require no new resources.*
- *Do not list new initiatives for **categorical** programs or **grants**, as those funds are already committed to a specific purpose so that they do not need to be prioritized.*

Process: This list will export to a master spreadsheet for consideration of supervising administrators, the Vice President, the Institutional Planning Council (IPC), and possibly the Board of Trustees.

**Criteria for Prioritization
Program and Resource Planning Process**

Criteria	HIGH	MEDIUM	LOW
(a) Program effectiveness	Expand, modify, or enhance highly effective program; Redirect or rebuild a less effective but vital program.	Expand, modify, or enhance an effective program; Redirect or rebuild less effective but necessary program.	Expand, modify, or enhance less effective program; Redirect or rebuild a less effective and less critical program.
(b) Addresses College Initiatives	Directly and Concretely	Substantively	Indirectly
(c) Urgency or Compliance	Needs to be done in 1 year time frame; Serious safety issues that pose an immediate threat.	Should be done 2-3 year time frame; Safety issues that do not pose an immediate threat.	Could be done 3-5 year time frame; Longer-term safety considerations that do not pose an immediate threat.
(d) Cost effectiveness and/or Revenue generation	Benefits significantly outweigh costs, generates significant revenue stream; and/or considerable cost savings.	Benefits outweigh costs; generates moderate revenue stream, and/ or moderate cost savings.	Benefits justify costs, generates modest revenue stream, and/ or modest cost savings.
(e) Meets student, institutional or community needs	High impact	Medium Impact	Low impact

Note: All initiatives and requests must provide sufficient information to allow ranking using these criteria.