Cañada College Plan Development and Evaluation Process

*PBC Approved 12/16/15*

Vetting of New Plans

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| Step 1 | Notify and submit draft plan to PBC |
| Step 2 | PBC members engage constituents to review and provide feedback on the draft plan to the authors |
| Step 3 | 30 day (minimum) review and public comment period |
| Step 4 | Draft plan is revised taking into account, whenever appropriate, public comments and feedback from stakeholder groups |
| Step 5 | Final plan, along with public comments and stakeholder feedback, are submitted to PBC |
| Step 6 | PBC takes action to recommend plan to the President |

Annual Evaluation of Current Plans

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| April-August | Responsible parties compile and submit results on planning objectives and action plans |
| September | Notify and submit progress report to PBC co-chairs; PBC co-chairs identify and charge stakeholder groups that must review and provide feedback on the progress report |
| September-October | 30 day (minimum) review period; stakeholder groups answer the following questions:   1. What is your assessment of the progress that is reported to date? 2. Are there objectives that, from your perspective, are no longer necessary? 3. Are there objectives that, from your perspective, require more urgent attention and/or need additional resources (to be allocated by PBC) in order to accomplish the work? 4. Are there new action plans that should be added in order to accomplish the objectives? |
| October-November | Draft progress report is revised taking into account, whenever appropriate, feedback from stakeholder groups |
| November | Final progress report, along with stakeholder feedback, are submitted to PBC; PBC takes action on plan |