

From: [Annebelle Nery](#)
To: [Leadership / Management Group](#)
Cc: [Jeff Larson](#)
Subject: Time to Plan: Spring 2020 Program Review Update Announcement
Date: Friday, January 10, 2020 11:53:44 AM

Good Afternoon College of the Desert,

This is a friendly reminder that “it’s TIME to PLAN”. College of the Desert’s annual planning and prioritization process is driven by the college mission, institutional outcomes, Strategic Master Plan, and Educational Master Plan goals. Programs should consider these goals when completing program review. For your convenience, the [Office of Institutional Effectiveness & Planning webpage](#) has been updated with links that will connect you to the major initiatives of the college that our area supports.

PRUs (Program Review Updates) are due 3/15/2020 by midnight. PRUs are completed by Administrative Units, Student Services, and Support Services Programs. PRUs should be submitted electronically, and a copy should be provided to your respective administrator. All PRU templates and the link to submit your PRU electronically can be found by clicking [this link](#).

Administrative Units, Student Services, and Support Services departments include:

- Office of the President: President’s Office, Foundation, Office of Institutional Advancement (OIA), Institutional Grants Office, PaCE (Community Education), and Academic Senate,
- Office of the Vice President of Administrative Services: Vice President’s Office, Auxiliary Services, Fiscal Services, Information and Educational Technology (IT), Maintenance and Operations, and Public Safety Office,
- Office of the Vice President of Student Services: Vice President’s Office, Counseling Services, Enrollment Services, and all Student Services Programs,
- Office of the Vice President of Human Resources and Employee Relations, and
- Office of the Vice President of Instruction: Vice President’s Office, Athletics, Dual Enrollment, Education Centers, Instruction (Applied Sciences and Business, Communication and Humanities, Health Sciences and Education, Mathematics and Sciences, and Social Sciences and Arts), Library, and Institutional Research.

Instructional programs submit their PEP/PEP-Ups to OAC (Outcomes and Assessment Committee) in March 2020. Updated dates for the 2020 Prioritization Cycles are coming soon. As a reminder, the Planning and Institutional Effectiveness (PIE) Process can be found in the [College Planning Council Handbook](#).

Thank you and we look forward to your participation in our planning processes!

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2018 Bellwether Award

2018 Chancellor's Student Success Award

2019 Aspen Prize Nominee