

**Annual Program Plan Process – SSPC**

*Annual Program Plan forms and completed packets are accessible by faculty and staff members in the IPC or SSPC Sharepoint (see links below).*

* Each Program will electronically submit their Annual Program Plans (APP) forms to their Deans/VPs by the end of March.
* Deans/VPs will review and upload the forms to the SSPC Sharepoint by mid-April.
* SSPC members will review the submitted forms and provide feedback to the program by using the APP Feedback Form by mid-May.
* Programs may make adjustments to their APPs and re-submit by the end of the May. Deans/VPs will then upload the APPs to the SSPC Sharepoint by the end of June.
* When the APP cycle is complete, SSPC will provide feedback on the process. An executive summary will be submitted to CPC during the following Fall semester.

Links:

SSPC Sharepoint: <http://sharepoint.smccd.edu/SiteDirectory/cansspc/default.aspx>   
IPC Sharepoint: <http://sharepoint.smccd.edu/SiteDirectory/canio/ipc/default.aspx>   
Program Review in Inside Cañada: <http://www.canadacollege.edu/inside/research/programreview/programreview.html>   
Planning, Research, and College Success: <http://www.canadacollege.edu/inside/research/index.html>

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| Annual Program Plan (APP) Timeline | |  |
| Spring Semester | Work on APP | |
| End of March | APPS due to Deans/VP | |
| Middle of April | Dean/VP uploads APPs to the SSPC Sharepoint | |
| First week of May | SSPC members review APPs *(working meeting)* | |
| Middle of May | Feedback forms sent to each Program | |
| End of May | Revised APPs due to Dean/VP | |
| June | Final copy of APPs uploaded to SSPC Sharepoint | |
| Fall Semester | Put new SLOs, SAOs, Assessment means and last year’s Results in TracDat  Submit SSPC Executive Summary to CPC | |