



**CERRITOS
COLLEGE**

**Institutional Effectiveness,
Research, Planning, &
Grants**

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NON- INSTRUCTIONAL PLANNING PROCESS

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- 2 The Non-Instructional Planning Process
- 3 The Three-Year Cycle
- 4 Non-Instructional Program Review
- 5 Non-Instructional Annual Planning
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ACCREDITATION

STANDARD 1: INSTITUTIONAL MISSION AND EFFECTIVENESS

- 1.3: The institution **holds itself accountable** for achieving its mission and goals and regularly reviews relevant, meaningfully disaggregated data to **evaluate its progress and inform plans** for continued improvement and innovation
- 1.4: The institution's mission directs **resource allocation**, innovation, and continuous quality improvement through **ongoing systematic planning and evaluation of programs and services**.

1

THE PURPOSE

ACCREDITATION

STANDARD 2: STUDENT SUCCESS

- 2.4: The institution **communicates clear, accurate, and accessible information regarding programs, services, and resources** that foster success in students' unique educational journeys.
- 2.7: The **institution designs and delivers effective services and programs** that support students in their unique educational journeys, **address academic and non-academic needs**, and maximize their potential for success. **Such services include library and learning resources**, academic counseling and support, and **other services** the institution identifies as appropriate for its mission and student needs.
- 2.9: The institution **conducts systematic review and assessment to ensure the quality** of its academic, **learning support**, and student services programs and **implement improvements and innovations** in support of achievement for all students.

1

THE PURPOSE

ACCREDITATION

STANDARD 3: INFRASTRUCTURE AND RESOURCES

- 3.1: The institution **employs qualified faculty, staff, administrators, and other personnel to support and sustain educational services** and improve student success. The institution maintains appropriate policies and regularly assesses its employment practices to promote and improve mission fulfillment. (ER 8, ER 14)
- 3.4: The institution **develops, maintains, and enhances its educational services and operational functions through the effective use of fiscal resources**. Financial resources support and sustain the mission and promote achievement of success for all students.

1

THE PURPOSE

ACCREDITATION

STANDARD 4: GOVERNANCE AND DECISION MAKING

- 4.2: **Roles, responsibilities, and authority for decision-making are clearly defined and communicated** throughout the institution. The institution's structure for decision-making provides opportunities for stakeholder participation and ensures the consideration of relevant perspectives.
- 4.3: The institution's decision-making structures are used consistently and effectively. Institutional **decision-making practices support a climate of collaboration and innovation** that advances the mission and promotes successful outcomes for all students.

1

THE PURPOSE

CONTINUOUS IMPROVEMENT

- Planning is not just about compliance; structured way to ensure services are effective and responsive to student needs
 - Are your programs/services doing what they say they are doing?
- Improve effectiveness of services
 - Evaluate whether your services are achieving their intended outcomes
- Identify strengths and gaps
 - What works well and what needs improvement
- Respond to student and institutional needs
 - Not just simply completing more paperwork, focus is on improving overall effectiveness of institution

2

THE PURPOSE

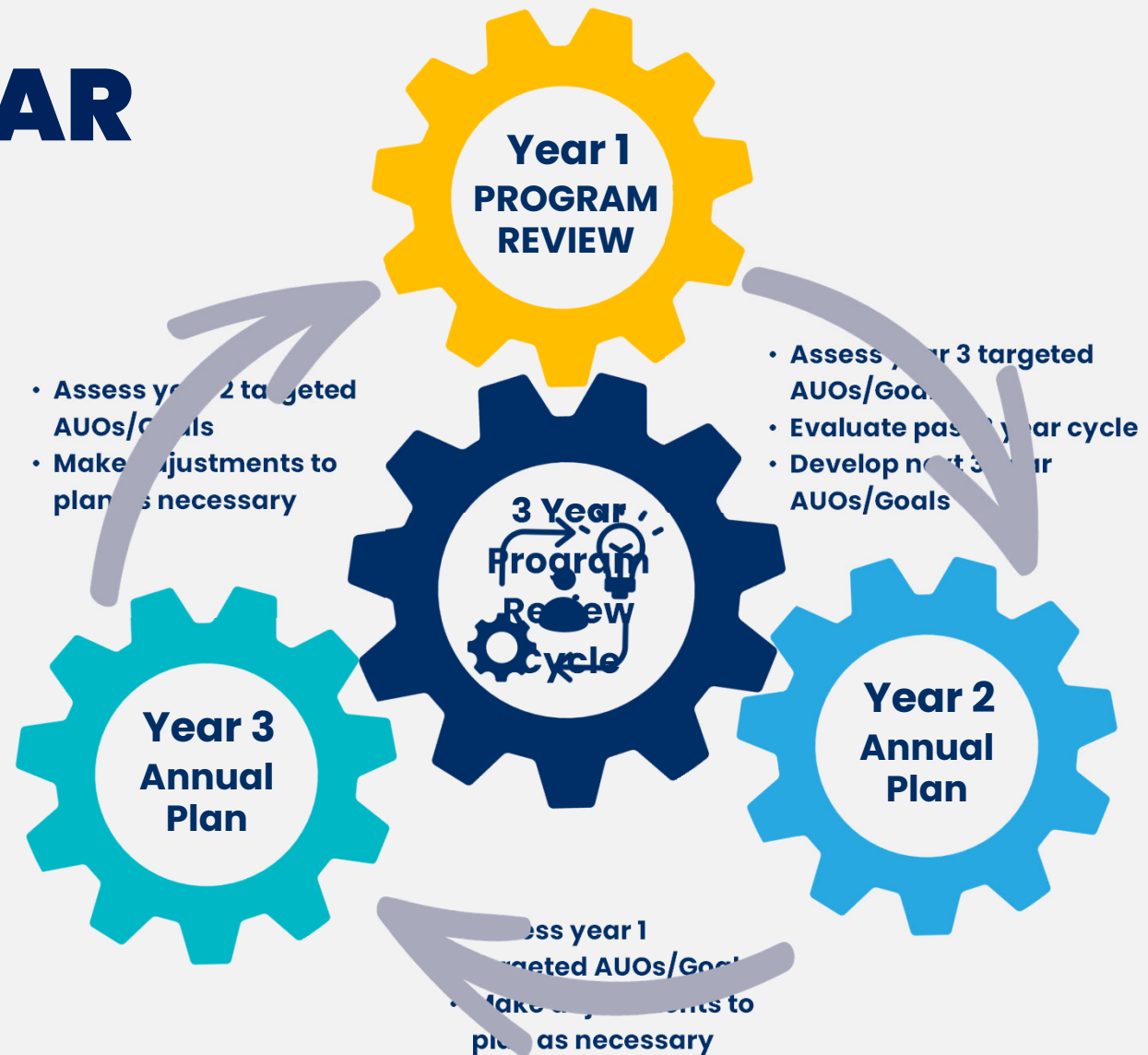
RESOURCE ALLOCATIONS

- Planning is the primary mechanism for requesting resources.
 - Funds in addition to already allocated budget
 - One time funds -or- budget augmentations requests
- Resource requests must be tied to documented goals, outcome assessment, and Student First Framework.
 - Staffing
 - Technology
 - Equipment/Supplies
 - Campaigns
- Ensures transparency and equity in how limited resources are allocated across the institution.

3

THE PURPOSE

THREE YEAR CYCLE



What is Program Review?

- A review process to enhance the quality and effectiveness of services provided to the campus community
- Answers: How well are we doing what we said we were going to do?

Program Review Purpose

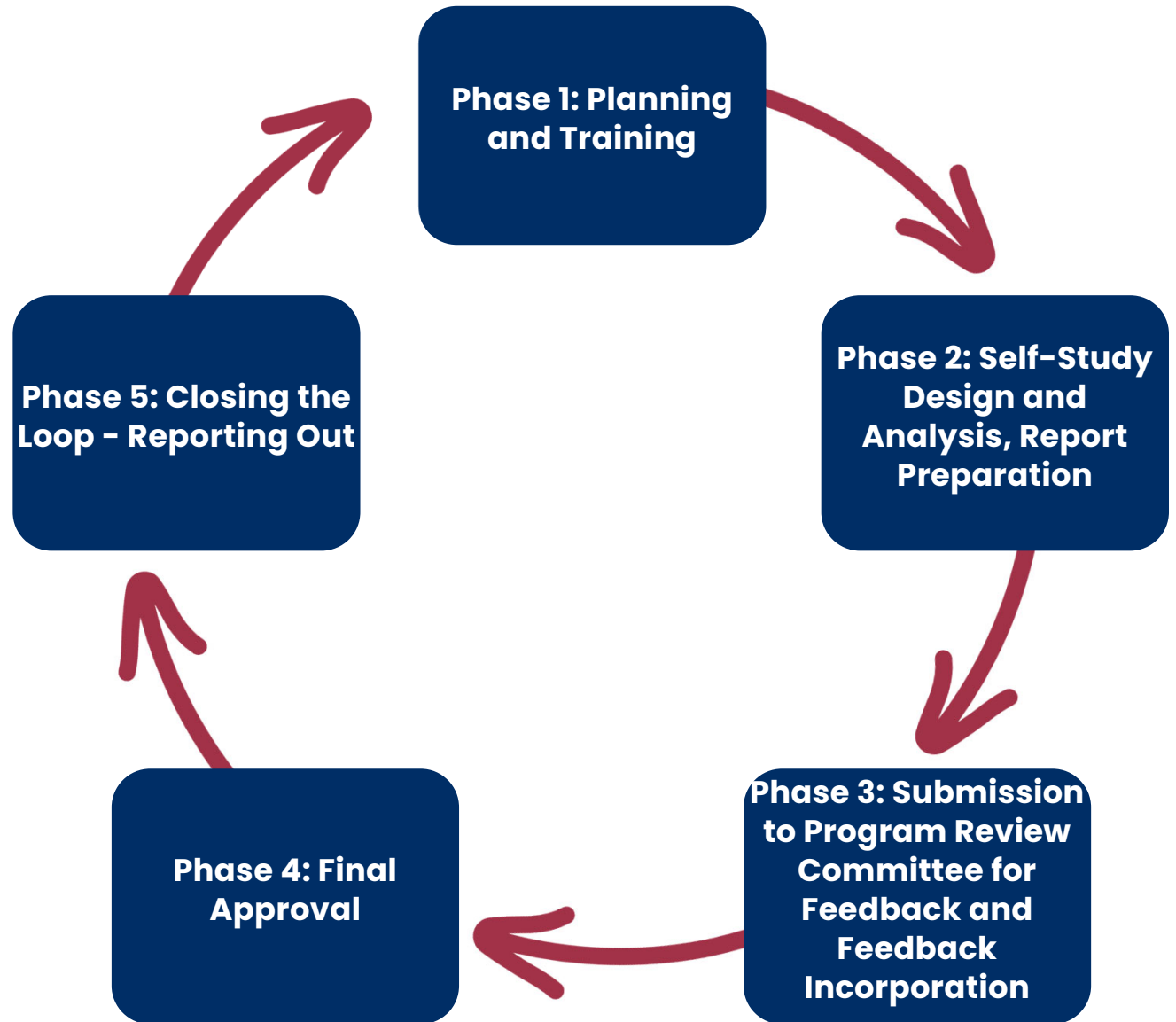
- **Primary Focus:** Evaluating programs/departments
- **Emphasis:** planning for the future
- **Compliance:** Student First Framework & Accreditation Standards

Start of the Three Year Cycle



THE PLANNING PROCESS

THE PROGRAM REVIEW PROCESS



DEADLINES

Action	Responsibility	Timeline/Deadline
Program Notified of Review	IERPG	March 15- April 1 st
Program Review Planning Form	Department or Program Manager	April 15 th
Orientation	IERPG Writing Committee	April 15 th – April 25 th
Program Review Committee Formed	Department or Program Manager	May 5 th
Program Review Committee Orientation	IERPG Program Review Committee	May
Program Review Committee Form	Department or Program Manager Program Review Committee	May 31 st
Self-Study: Data analysis and report preparation	Writing Committee Program Review Committee	June - October
Self Study Submitted	Department or Program Manager	October 31 st
Committee Feedback and Meeting	Program Review Committee Writing Committee	By December 1 st
Committee Feedback Integration	Writing Committee	December – January 10 th
Finalized Self-Study Submitted	Department or Program Manager	January 10 th
Approval	Program Review Committee	January 31 st
Coordinating and Planning and Budget Committee report outs	IERPG	May

Note: If deadline falls on a weekend or holiday, the deadline is the next business day.

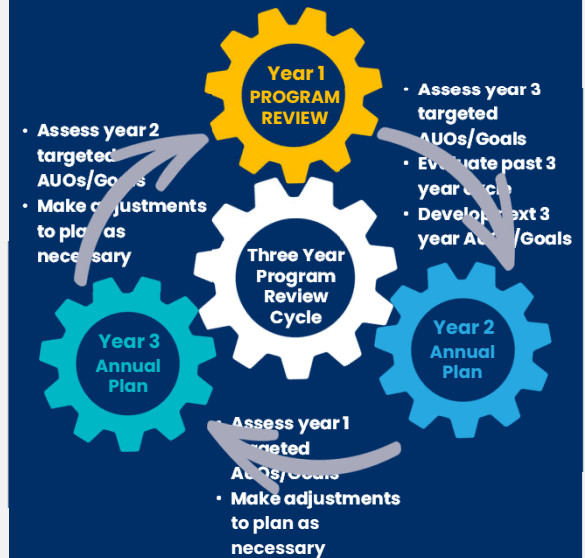
What is Annual Planning?

- Action orientated follow through that turns program review into concrete improvements over the next year.
- Directly informed by the goals and AUOs identified in program review.
- Answers: Are we hitting our marks?

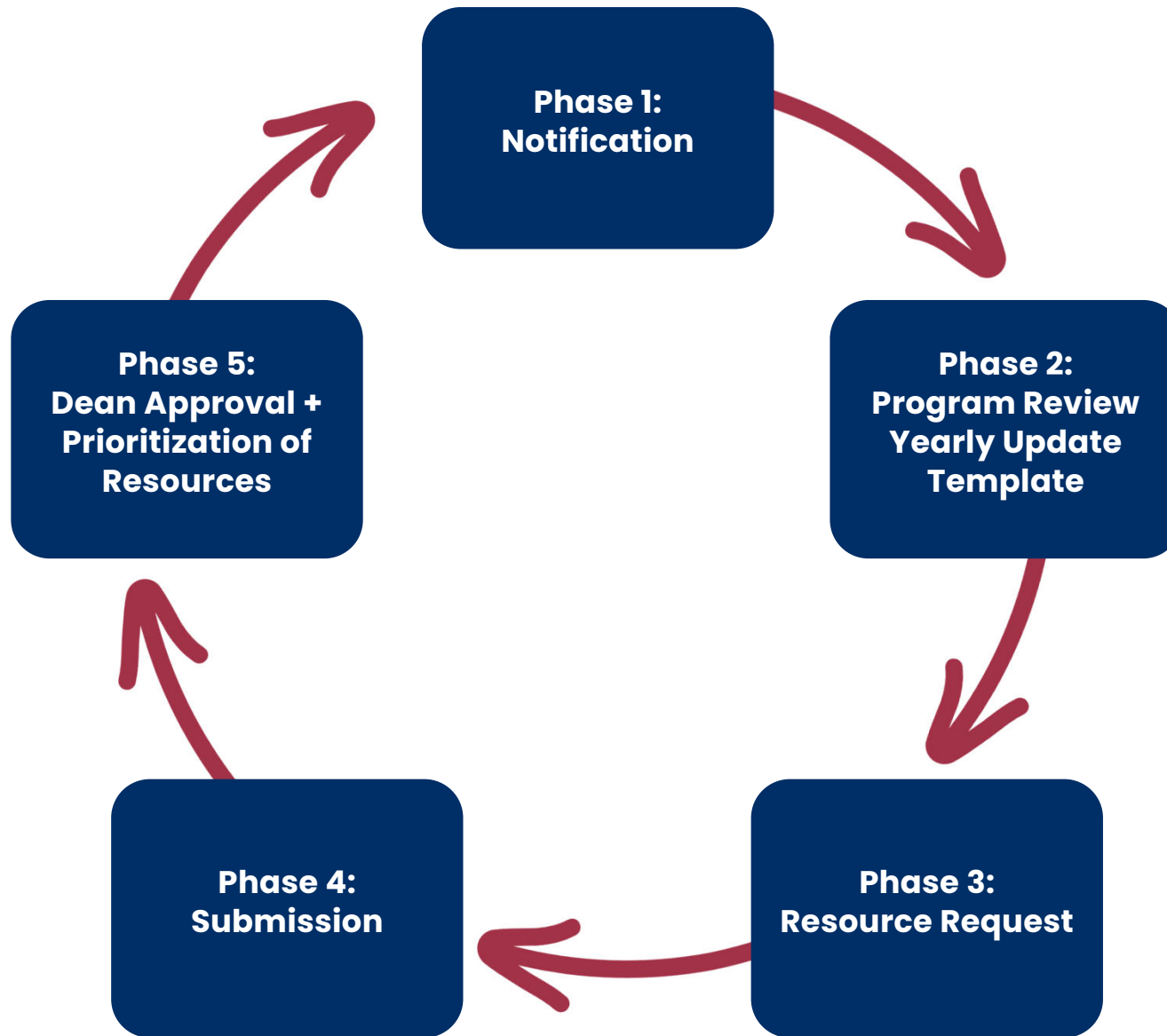
Annual Plan Purpose

- **Primary Focus:**
Yearly check-in on goal progress
- **Emphasis:**
Yearly AUO assessments
- **Compliance:**
Student First Framework & Accreditation Standards

During the Three Year Cycle



THE PLANNING PROCESS

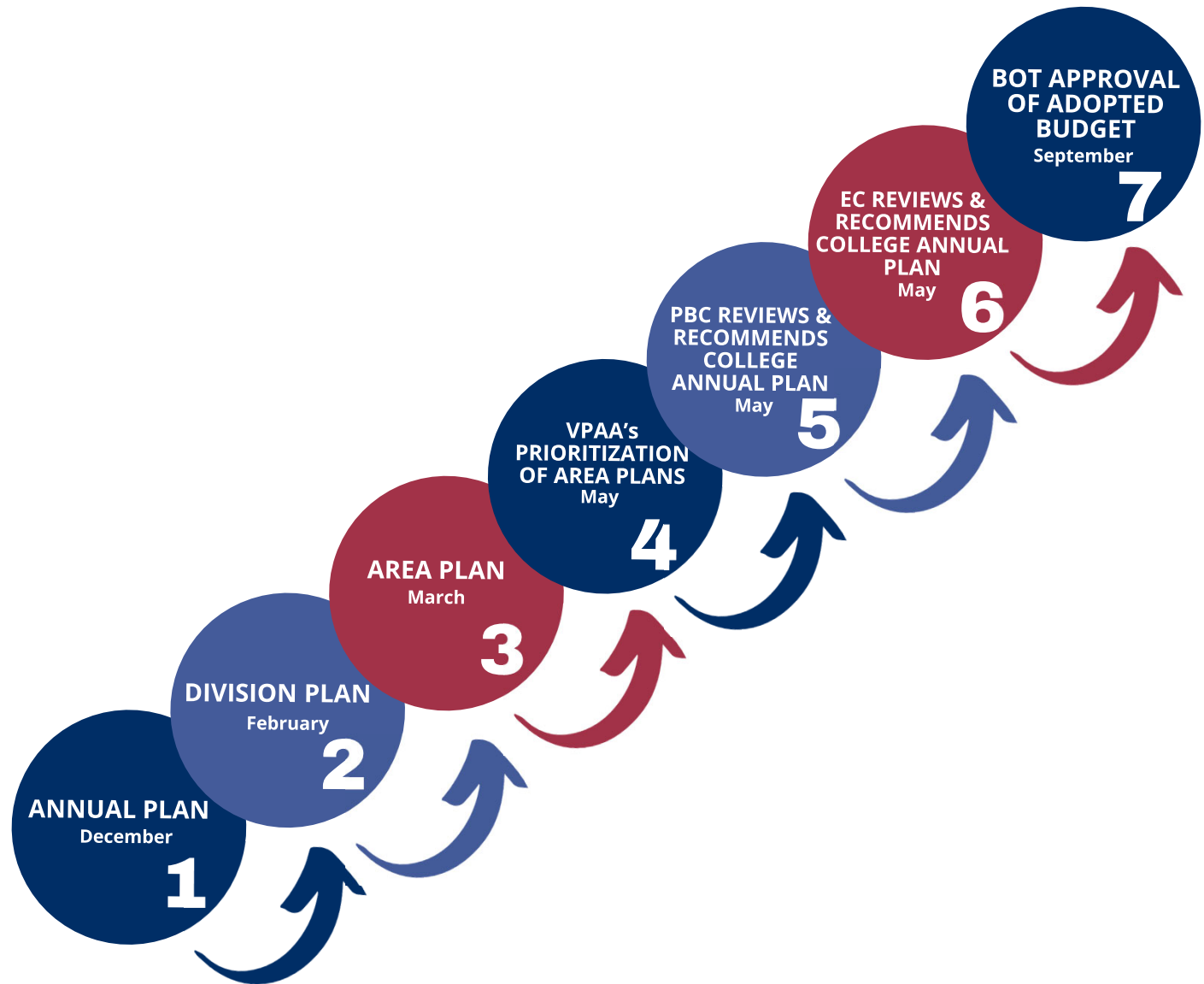


ANNUAL PLAN PROCESS

August	Annual Plan Notifications	December	Unit Annual Plans DUE
September	Gather program data for the past year	January	Division Annual Planning begins; resource request sent to Deans
October	Assess and/or analyze outcome related data	February	Division Plans are due
November	Based on data analysis update goals & request resources	March	Area VP sent resource requests

ANNUAL PLANNING DEADLINES

INSTITUTIONAL PLANNING TIMELINE





Q&A



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THANK YOU

