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**Subject:** Institutional Program Planning and Review - process and due dates  
**Date:** Wednesday, January 29, 2020 11:25:41 AM  
**Attachments:** [SharePoint\\_instructions.pdf](#)  
[2019 2020 Institutional Program Review Timeline.xls](#)

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Dear Academic Deans, Directors and Division Chairs,

This email is to notify you and your division/department that the Institutional Program Planning and Review (IPPR) process is under way. The IPPR is both an annual and periodic process for program performance review and planning. Instructional, Student Services, and Administrative Services analyze program performance by comparing quantitative and qualitative data against historical data.

Below is the list of planning documents for the 2020 Institutional Program Planning and Review process; for easier use the documents have been separated into Comprehensive Program Planning and Review (CPPR forms for Instructional, Student Services & Administrative Services) and the Annual Program Planning and Review (APPW).

Please consult the attached spreadsheet and verify that your program(s) are due for an APPW, or APPW and CTER. Only 3 instructional programs, listed at the bottom of this email, are due for a CPPR.

**Please note that all of the 2020 IPPR documents have been converted to an ADA compatible format and are now uploaded on SharePoint linked under the IPPR committee. Instructions to access the documents are attached.**

**IPPR Documents:**

1. APPW Instructional
2. APPW Non-Instructional
3. Career Technical Two-Year Review
4. CPPR Administrative Services
5. CPPR Instructional
6. CPPR Student Services

**Program Review data is available on the institutional research website:**

<https://www.cuesta.edu/about/depts/research/programreviewdata.html>

If you need help navigating the dashboards, you may contact the institutional research office.

**TIMELINES AND DUE DATES:**

March 2, 2020 Completed IPPR Document (include APPW, CPPR, Unit Plans) submitted electronically to cluster managers/leaders

March 9, 2020 Cluster manager/leaders submit Technology Worksheets to Technology Committee

March 23, 2020 Cluster plans and Priorities submitted electronically to Vice President of Administrative Services on behalf of the Planning and Budget Co-chairs

April 15, 2020 Unit and Cluster Plans presentation before the Planning and Budget Committee

### **CPPRs Due:**

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#### **Instruction**

**AS-T Agriculture Plant Science**

**CA Paraprofessional Counseling Skills**

**CA Parenting Education/Family Coach**

#### **Academic Affairs**

**Student Success Centers**