PLANNING AND PROGRAM REVIEW PROCESSES
CREATING A COPY OF A PLAN

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HOW DO YOU COPY A 2014-2015 PROGRAM REVIEW TO A 2015-2016 PROGRAM REVIEW?
STEP 1: CLICK ON “CREATE A PLAN BY COPY”

Planning & Program Review (WebForms)

Plans for CHC Institutional Effectiveness, Research & Planning

- Create a New Annual Plan or Program Review
- Create Annual Plan or Program Review by Copy

- Version: 13
- Group: 2015 - 2016
- Type: CHC Non-Instructional Annual Plan 2015-2016
- Last Modified On: 12/22/2015 3:34:19 PM
- Last Modified By: Keith Wurtz
- State: Available for Editing
- State By: Keith Wurtz

- Edit Plan
- View Versions
- View Objective Priority List
- View Goal Priority List
STEP 2: CHOOSE THE PLAN TO COPY FROM. FOR MOST PEOPLE THIS WILL BE THE MOST RECENT PLAN.

Planning & Program Review (WebForms)

Plans for CHC Institutional Effectiveness, Research & Planning >> New Plan by Copying

Do you want to copy this plan to create a new plan?

* Plan to Copy From :
  - {empty}
STEP 3: CHOOSE THE PLAN GROUP AND PLAN TYPE. THIS IS THE CURRENT ACADEMIC YEAR AND THE YEAR IN WHICH THE PLAN OR PROGRAM REVIEW IS BEING WRITTEN. THE WEB TOOL WILL NORMALLY DEFAULT TO THE CORRECT PLAN GROUP AND TYPE.
STEP 4: CLICK “YES”

Planning & Program Review (WebForms)

Plans for CHC Institutional Effectiveness, Research & Planning >> New Plan by Copying

Do you want to copy this plan to create a new plan?

* Plan to Copy From:

* Plan Group:
  2015 - 2016

* Plan Type:
  CHC Instructional Annual Plan 2015-2016

Yes

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