

EMP Annual Unit Planning Process

The EMP provides units (departments, division offices, services, programs) the ability to identify and report what resources are needed to accomplish outcomes that were identified during the program review process to address both strengths and areas of improvement for that unit. The annual EMP process links with Program Review through its annual evaluation of progress on program review recommendations and objectives which leads to resource allocation requests.

During the spring semester, each unit is asked to evaluate their progress on their outcomes, add any additional outcomes, update the status of prior years' resource requests and collectively decide which resources to request for the coming year as well as the relative priority of each resource.

The types of resources that can be requested include:

- Full-time faculty positions
- Full-time classified staff positions
- Classroom space
- Equipment
- Laboratory space
- Library space
- Non-faculty office space
- Remodel work in existing space

Requesting resources does not guarantee that a unit will receive them. However, it does allow planners to identify and prioritize needs so that, as resources become available, funds can be allocated to meet needs identified in the planning process.

Level	Responsible	Action or Task to Complete	Start Date	End Date
1	Department Chairs, Supervisors	Review and update outcomes and resource requests. Create new outcomes and resources items as needed.	2/9/2018	4/9/2018
2	Deans	Review and approve by individual item	3/14/2018	4/11/2018
3	Associate Vice Presidents	Review and approve by discipline	4/12/2018	4/26/2018
4	Vice Presidents / President	Review and approve by overall area	4/27/2018	5/11/2018

For assistance accessing the EMP system, please contact Inna Linnyk at LinnykL@arc.losrios.edu or (916) 484-8846.

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