

ANNUAL PLAN INSTRUCTIONS

- 1) Go to this website: <https://web.dvc.edu>
- 2) Log in using your insite/webadvisor user name and password: ex. Bgoehring414 password
- 3) Click on the DVC WEPR tab ex. [[DVC WebSLOs](#) | [DVC WEPR](#) | [Handy tools](#) | [Cancel](#)]
or [WEPR 2.1 home](#)
- 4) 2017 shells will load, click on your program title ex. Health and Human Services
- 5) For Academic programs click on 2017 CCC PR Section I – Unit Plan ex. below

2017 CCC PR Section I - Unit Plan C8025 KINES

data entry/edit

2017 CCC Program Review Details (Section II.A-D) C8025 KINES

data entry/edit

2017 CCC Program Review Summary (Section III) C8025 KINES

data entry/edit

2017 CCC Validation & Recommendation Form C8025 Team

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- 6) At top of page on right side, [click on EDIT](#)
- 7) Complete sections
 - a) Progress on last comprehensive PR validation
 - b) Other Accomplishments/Improvements
 - c) Unit Challenges and Issues
 - d) Utilization of Budget (Review your current budget, identify your current trend, identify if the budget is program or department level)
- 8) Budget Comment Box (Input any additional funding sources and amounts{
- 9) Supply Request Box (List items and cost of supplies needed, identify if additional operational funds are required and the purpose of those funds) consumable items under \$200 ea.
- 10) Equipment Request & Justification (List all equipment needed and costs) items must be over \$200 ea.
- 11) Faculty Staffing Requests & Justifications (Look at Section II D1-D3 to justify need) BOX 2A
- 12) Classified Staffing requests & Justification (Look at Section II D1-D3 to justify need)
- 13) Facilities requests & Justifications (Lists all modifications, upgrades, and new facilities needed)
YOU ARE DONE!

FOR LIBRARY/STUDENT SERVICES/ADMIN Programs

- 1) Click on your Program title
- 2) Click on EDIT at top right side of the page
- 3) Click on Online form
- 4) Click on [2017 CCC Unit Plan & PR](#)
- 5) Complete Annual Summary parts A1-A3
- 6) Complete Staffing Analysis parts B1-B3 (if not necessary input N/A)
- 7) Complete Resource Analysis parts C1-C5(if not necessary input N/A)
- 8) Complete Budget Analysis parts D1-D2 (if not necessary input N/A)
- 9) Complete Status of Prior Augmentation E1

YOU ARE DONE WITH THE ANNUAL PLAN