

From: [Smotherman, Jeremy](#)
To: [Smotherman, Jeremy](#)
Subject: 2025 PRPP Kick Off
Date: Tuesday, March 25, 2025 9:58:29 AM

Sent bcc: dl.staff.all

Dear SRJC Community,

The Office of Institutional Effectiveness, Research, and Planning, in collaboration with the Program and Resource Planning Process (PRPP) Coordinating Committee, has completed extensive work to review, revise, and release PRPP details for Spring 2025. Please find below the key details of the PRPP planning process. Thank you to our colleagues for developing a clear and thorough process.

Spring 2025 PRPP Kickoff

The 2025-2026 PRPP cycle is now underway. PRPP report templates for the 2024 cycle have rolled forward and are now available for academic departments, student services departments/programs, and other units to begin entering information.

- The **PRPP Writer's Guide** and **Navigation and Editing Instructions** are posted to the [PRPP SharePoint site](#), along with academic and other unit specific data.
- The **Academic Data Dashboard** can be accessed here: <https://fact-book.santarosa.edu/prpp-dashboard#0>. Areas are encouraged to use all relevant data to support program planning and resource requests.

All PRPP submissions are due on Friday, May 24th.

PRPP Improvements

The PRPP Coordinating Committee, including faculty, classified professionals, and administrators, works closely with the President's Cabinet and other stakeholders to continuously improve the planning process. Based on your feedback, here are key reminders and updates for this year:

- 2025 is not a Comprehensive Planning Cycle – only sections 2 and 6 require review.
- Institutional technology funding requests (Measure H Bond funded) are included in the PRPP. A separate email with additional details will follow. Please enter all technology requests in sections 2.4c, 2.4d, and 2.4f.

Please refer to the PRPP Writer's Guide ([PRPP Writer's Guide - 2025 FINAL \(03.13.25\).docx](#))

- for more information. There were no major changes to the guide, but it has been updated with current dates and deadlines. **Red text** highlights important notes or section modifications.
- The PRPP template is accessible only via the VMware Horizon client. Instructions for access and troubleshooting are available on the [Information Technology website](#) under "Web Links and Portals" > "[Horizon Login](#)".

2025 PRPP Training and Support

Virtual training sessions will be offered to support PRPP writers. Each session will cover the basics of accessing and completing the PRPP template, along with this year's updates. Sessions are open to all but will be tailored to specific audience (Academic Affairs, Student Services, and All Other Units).

A [video training module](#) is available, and individual trainings can be scheduled for group meetings.

PRPP support dates:

Zoom Office Hours:

- April 9 & 18 | 12:00– 1:00 PM
- May 2 | 12:00 -1:00 PM

Student Services:

- April 9 | 9:00 am | Bertolini 4722 (EOPS Conference Room)

2025/26 Budget Forecast

Governor Newsom’s proposed 2025-26 budget for community colleges includes a 2.43% COLA for the Student Centered Funding Formula and select categorical programs while presenting a balanced fiscal approach that prioritizes workforce development, student support, and technological investment.

Although the District is making progress in rebuilding FTES, it remains on hold harmless funding, limiting access to ongoing state COLA increases. Continued implementation of the Strategic Enrollment Management Plan will be critical to ensuring long-term financial stability.

Given these financial constraints, PRPP priorities will primarily be funded through reallocation of existing resources. However, during the budget development process in early fall, the District will assess whether limited funds, either ongoing or one-time, may be available to redirect toward resource requests.

Aligning with Mission and Strategic Plan

All PRPP resource requests should be directly linked to the District [Mission, Vision and Values](#) as well as the [Strategic Plan](#) to ensure alignment with institutional priorities.

Accreditation Update

On January 22, 2025, ACCJC reaffirmed the College's accreditation for the remainder of its eight-year cycle, through 2028-2029 academic year. Thank you to everyone who contributed to ensuring PRPP section 4.1d was completed, helping to demonstrate that all course SLOs will be assessed over a four-year cycle.

For additional planning-related information, please visit the <http://planning.santarosa.edu>. If you have questions or need assistance with your PRPP, please contact your manager.

In Community,
Jeremy Smotherman

Jeremy Smotherman, Ed.D. | Senior Director
Institutional Effectiveness, Research and Planning

Santa Rosa Junior College

<https://research.santarosa.edu/>

We acknowledge that we gather at Santa Rosa Junior College on the territorial traditional land of the Pomo People in Santa Rosa and the Coast Miwok People in Petaluma, past and present, and honor with gratitude the land itself and the people who have stewarded it throughout the generations