

## *Administrative Program Review Template*

### **Executive Summary**

#### 0. Executive Summary

Summarize your program's strengths, opportunities, challenges, and action plans.

### **Program Context**

#### 1. Mission

How does your program align with the college's mission? If your program has a mission statement, include it here.

#### 2. Program Description

Program Description.

#### 3. Community & Labor Needs

Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.

### **Looking Back**

#### 4. Major Accomplishments

Describe major accomplishments.

#### 5. Impact of Resource Applications

Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program/department/office and measures of student success or client satisfaction.

### **Current State of the Program**

#### 6A. State of the Program - Observation

Describe the current state of the program (include strengths and challenges).

#### 6B. State of the Program - Evaluation

What changes could be implemented to improve your program?

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### 7. Program Improvement Initiatives

7A. How will you address the opportunities for improvement that you identified throughout the prior sections of this Program Review?

7B. What are your goals for your program/area for the next three years?

7C. Describe the actions you plan to take during the next 3 years to accomplish these goals.