

STUDENT SERVICES DIVISION Program Review Self-Study Form

Program Title (Office/Department) _____

Lead Contact Person _____

Writing Team _____

Executive Summary

Summarize your program's strengths, opportunities, challenges, and action plans. This information may be presented to the Board of Trustees. (200 Word Limit)

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
3. Community and Labor Needs: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.

Looking Back 2013-14 (with Fall 2014)

4. Describe major accomplishments.
5. Impact of Resource Allocations: 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 2014-15

6. State of the Program
 - A. Describe the current state of the program (include strengths and challenges).
 - B. What changes could be implemented to improve your program?

7. Service Area Outcomes (SAOs) Assessment and Student Learning Outcomes (SLOs) Assessment

- A. State your current year SAOs and SLOs.
- B. Describe your program’s SAO Assessment Plan.
- C. Summarize the findings of your program’s SAO Assessments.

What are some improvements that have been, or can be, implemented as a result of SAO Assessment?

- D. Describe your program’s SLO Assessment Plan.
- E. Summarize the findings of your program’s SLO Assessments.

What are some improvements that have been, or can be, implemented as a result of SLO Assessment?

Looking Ahead 2015-16

State your SAOs and SLOs for the next review cycle.

In the table, describe how you will you address identified opportunities for improvement.

SLO/SAO	Action Plan	Timeline	Responsible Party	Resources Required

Resource Requests

8. Personnel:

- A. List new or replacement positions you anticipate requesting. Identify the term (fall or spring) and year in which you anticipate submitting the staffing request.
- B. Include links to new position request documents:

9. Non-Instructional Equipment:

- A. Provide a list of all equipment needed. To be funded, requests must include all the required purchasing information.

Item name	New/Repair/Replacement	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact

- B. Will additional space be needed to accommodate the requested equipment? Will the requested equipment require maintenance agreements and or support personnel? If so what are the projected costs?

10. Information Technology:

- A. Provide a list of all software and hardware needed. Include the required purchasing information and/or desired capabilities.

Item name	New/Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact

- B. Will additional space be needed to accommodate the requested equipment? Will the requested equipment require maintenance agreements and or support personnel? If so what are the projected costs?

11. Facilities: Identify your program's facility needs (custodial services, maintenance, remodeling, or new construction) and provide a brief explanation/justification. Identify if the needs address ADA, safety, or utility concerns.

12. Professional Development: What professional development is needed to strengthen your program? Why? How will the professional development benefit the college?

13. Research: Identify your program's specific research needs. Why is the research needed?

14. Funding: Describe any projects that your program would like to pursue that are currently unfunded or not fully funded. Why is the funding required?

Program Review Due: February 28, 2015