



Annual Program Plan/Review Feedback Form - IPC

Program Computer Business Office Technology **Division** Business, Workforce & Athletics
IPC Member(s) _____ **Date** _____
Reviewers Anniqua Rana, Keri Ferrari, Jonna Pounds **Reviewed** 5/9/13

The purpose of this form is to provide feedback to the Department/Program.

I. Curriculum Offerings	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of curriculum updates for all courses.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Complete with analysis
2. Status of SLOAC for all courses.	Click here to enter text.	Click here to enter text.	Click here to enter text.	All course SLOAC data is current
3. A description of the complete curriculum offering cycle.	Click here to enter text.	Clear description of curriculum offering cycle	Click here to enter text.	Click here to enter text.
4. A plan for necessary curriculum development.	See Comments	Click here to enter text.	No new curriculum development, just updating or modifying existing courses	Click here to enter text.
Comments/Questions: Click here to enter text.				

II. Program Level Data	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The data is prepared by the Office of Research and Planning and is to be attached to this document. This section should include the following:</i>				



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1. Identification of trends on data packets.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Trends identified, analysis included
2. Identification of program performance.	Click here to enter text.	Click here to enter text.	Students surveyed, changes ongoing	Click here to enter text.
3. Identification of PLOs (Program Learning Outcomes) assessment plan.	Click here to enter text.	Click here to enter text.	PLOs with assessment tools included	Click here to enter text.
4. Analysis of PLOs (Program Learning Outcomes) results.	Click here to enter text.	Click here to enter text.	Click here to enter text.	PLOs and tools included, plan to utilize results
Comments/Questions: Didn't understand 'Unchecked' column				

III. Action Plan	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Reflections on Department/ Program needs and goals.	Click here to enter text.	Narrative indicates not much will change	Click here to enter text.	Click here to enter text.
2. An action plan for what is to be accomplished for the next year.	Click here to enter text.	Will follow the same pattern as current year	Click here to enter text.	Click here to enter text.
Comments/Questions: Need some indication of possibly growing courses and collaboration with other departments				



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IVa. Faculty and Staff hiring needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.	Click here to enter text.	Click here to enter text.	Plan specifies no new FT hires, just possible replacement	Click here to enter text.
2. Justification fits Department/Division/College needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Needs and goals defined, clear justification
Comments/Questions: Click here to enter text.				

IVb. Professional Development needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Professional development ongoing, results included
Comments/Questions: Click here to enter text.				

IVc. Classroom and Instructional Equipment needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information (item description, suggested vendor, number of items, total cost).	Could not find item, vendor or total cost	Click here to enter text.	Click here to enter text.	Click here to enter text.



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2. Justification is consistent with Department/Division/College needs (uses previous program plan information).	Click here to enter text.	Equipment needs stated but vendor and cost are missing	Click here to enter text.	Click here to enter text.
Comments/Questions: Is there a missing attachment listing item, vendor, and cost?				

IVd. Office of Planning, Research & Student Success data needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	How data will impact future courses offered described
Comments/Questions: Click here to enter text.				

IVe. Facility needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Facility updates needed to serve students described
Comments/Questions: Click here to enter text.				

Other/General Comments:
 Click here to enter text.



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IPC Co-Chair Signature Paul Rhodes Date 5/23/13

VPI Co-Chair Signature [Signature] Date 5/23/13