



Annual Program Plan/Review Feedback Form - IPC

Program Center for Workforce Development **Division** Business, Workforce, & Athletics
IPC Member(s) _____ **Date** _____
Reviewers Linda Hayes, **Reviewed** 5/20/13

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.	Is not applicable.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Status of SLOAC for all courses.	Is not applicable.	Click here to enter text.	Click here to enter text.	Click here to enter text.
3. A description of the complete curriculum offering cycle.	Is not applicable.	Click here to enter text.	Click here to enter text.	Click here to enter text.
4. A plan for necessary curriculum development.	Click here to enter text.	Click here to enter text.	Click here to enter text.	X – works closely with individual depts.
Comments/Questions: Items 1-4 do not pertain to the Center for Workforce Development.				

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>				
1. Identification of trends on data packets.	Click here to	Click here to	Click here to	Click here to

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	enter text.	enter text.	enter text.	enter text.
2. Identification of program performance.	Click here to enter text.			
3. Identification of PLOs (Program Learning Outcomes) assessment plan.	Click here to enter text.			
4. Analysis of PLOs (Program Learning Outcomes) results.	Click here to enter text.			
Comments/Questions: It is difficult to evaluate the annual program using this form. I would recommend that the dept. uses the Student Services document next year.				

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.	Click here to enter text.	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.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Click here to enter text.				

IVa. Faculty and Staff hiring needs	Incomplete	Complete	Complete	Complete
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	information	information, some analysis	information, analysis	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.	X – need to include a faculty justification to go after the permanent workforce specialist position for 2014-15	Click here to enter text.	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.	X – makes a case for the new permanent hire proposed.
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.	X – clearly outlines the needs of the department.
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>				

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1. Complete source/cost information (item description, suggested vendor, number of items, total cost).	Click here to enter text.	X – need list and source/cost information	Click here to enter text.	Click here to enter text.
2. Justification is consistent with Department/Division/College needs (uses previous program plan information).	Click here to enter text.	Click here to enter text.	Click here to enter text.	x
Comments/Questions: Click here to enter text.				

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.	X – clearly outlines research needs for the dept.
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.	Click here to enter text.
Comments/Questions: No facility needs outlined in annual program plan.				



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Other/General Comments:

Very well written and quite extensive with lots of pertinent information attached.

IPC Co-Chair Signature Carl Rhodes Date 9/16/13

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