Administrative Program Review Assessment

Program Name: Office of Instruction Administrative	Admin. PR Peer Reviewers: Ludmila Prisecar, Jacky Ip

The purpose of this form is to provide feedback on the quality of the program review to the Program Review author(s)

Administrative Program Review	**Performance Level**			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☑ Summary of strengths ☑ Summary of challenges ☐ Summary of action plans ☑ Thorough summary	Information needed: ☐ Summary of strengths ☐ Summary of challenges ☑ Summary of action plans ☐ Thorough summary	Add specific three-year milestones and identify the most important priorities and resource implications. Thorough summary	☐
Program Context				
1. Mission:				
2. Program Description	Provides: ☐ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☑ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Add direct service measures, such as turnaround times, client feedback, and consistency of support across divisions. Strong description of scope and student benefit.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☑ Community needs ☑ Employment needs ☑ Technology needs ☑ Licensing ☑ Accreditation ☑ Impact on program	Information needed: ☐ Community needs ☐ Employment needs ☐ Technology needs ☐ Licensing ☐ Accreditation ☐ Impact on program	☐ No recommendation or change needed ☐ Not applicable Attach current labor-market and employer evidence for program viability decisions. Clarify workload, responsible leads,	☐

			and resource implications of required changes. Distinguishes planning needs from demonstrated implementation results	
Looking Back				
4. Describe **major accomplishments**	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Documents scheduling improvements, dual enrollment support, accreditation work, handbooks, and more transparent resource review. Reports collegewide gains without overstating causation. Distinguishes completed accomplishments from work underway.	☐
5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: ☑ Thorough description of new resources' impact on program ☑ Thorough description of impact on students ☑ Efforts to make changes ☑ Efforts to make changes	Information needed: ☐ Further description of new resources' impact on program ☐ Further description of impact on students ☐ Efforts to make changes	☐ Not Applicable Add a record of major approved awards, actual costs, implementation dates, deliverables, and outcomes. Separate existing operations and proposed allocations from newly funded resources.	☐

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Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☐ No recommendation or change needed Keep annual results and the Fall 2026 snapshot distinct.	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☐ No recommendation or change needed Proposed changes respond to the identified challenges.	☐
Program Improvement Initiatives				
7A. How will you address the opportunities for improvement that you identified throughout the prior sections of this Program Review?	Provided: ☑ Thorough description of opportunities for improvement	Information needed: ☐ Further description of opportunities for improvement	☐ No recommendation or change needed Clear connection between findings and proposed improvements.	☐
7B. What are your goals for your program/area for the next three years?	Provided: ☑ Thorough description of 3-year program goals	Information needed: ☐ Further description of 3-year program goals	☐ No recommendation or change needed The load goal of 500 by 2030 extends beyond this plan.	☐

7C. Describe the actions you plan to take during the next 3 years to accomplish these goals.	Provided: ☑ Thorough description of action plans	Information needed: ☐ Further description of action plans	☐ No recommendation or change needed Detailed actions provide a useful implementation framework.	☐

Overall Commendations:

Overall Recommendations:

Great job!! The review presents a thoughtful, candid assessment of instructional leadership and operations. It connects scheduling, curriculum, faculty support, dual enrollment, and resource decisions to student access and completion. Multi-year data and a phased action plan strengthen the review, and the narrative appropriately distinguishes reported outcomes, proposed work, and evidence limitations.

Overall Program Effectiveness:

- ☐ Highly effective
- ☐ Effective
- ☐ Needs program improvement