

# Annual Program Plan Feedback

This year we are revising our Annual Program Planning document. Among the changes will be all new data packets and a simple web-based reporting system. Most importantly, we are re-examining every aspect of the current APP form. Our goal is to construct a new APP that is meaningful to faculty and useful for informing decisions. We need your help to learn what works about the current form and how it can be made better.

## Program Personnel

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Identify all personnel (faculty, classified, volunteers, and student workers) in the program:

FT Faculty   PT Faculty                      FTE   FT Classified  
PT Classified (hrs/wk)                      Volunteers                      Student Workers

**1. Program Personnel Feedback:**

Do you find this section useful? How might it be changed to be more meaningful?

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## Program mission and vision

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Include the purpose of the program, the ideals the program strives to attain, and whom the program serves. The program mission and vision must align with the college’s mission and goals. (200 word limit)

**2. Program Mission Feedback:**

Do you find this section useful? How might it be changed to be more meaningful?

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# Expected Program Student Learning Outcomes

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List expected Program Student Learning Outcomes (PSLOs) (minimum of 3) and assessment tools for each. Guideline: List knowledge, skills, abilities, or attitudes upon completion of program or significant discipline work and list assessment tools. Can be copied from Tracdat.

### 3. Expected PLO Feedback:

Do you find this section useful? How might it be changed to be more meaningful?

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## Response to Previous Annual Plan or Review

List any recommendations for the program and your responses to these recommendations based on previous Annual Program Plan and/or CTE Professional Accreditation report.

Guideline: Original documents can be linked or attached, as needed.

### 4. Previous APP Feedback?

Do you find this section useful? How might it be changed to be more meaningful?

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## Curricular Offerings

Attach the following TracDat and Curriculum data in the appendix:

- List courses, SLOs, assessment plans, and results and action plans (attach report from TracDAT folders in SLOAC sharepoint).
- List courses with COR's over 6 years old (attach documents from Curriculum Committee)

**5. Curricular Offerings Feedback:**

Do you find this section useful? How might it be changed to be more meaningful?

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## Identify Patterns of Curriculum Offerings

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Guidelines: What is the planning group's 2-year curriculum cycle of course offerings by certificates and degrees? What is the ideal curriculum cycle? Discuss any issues.

**6. Curriculum Patterns Feedback:**

Do you find this section useful? How might it be changed to be more meaningful?

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## Program Level Data

### A. Data Packets and Analysis from the Office of Planning, Research & Student Success and any other relevant data.

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Guidelines: The data is prepared by the Office of Planning, Research & Student Success and is to be attached to this document. Include the following:

- Describe trends in the measured parameters.
- Reflect and analyze causes of trends.

**7. Data Packet Feedback:**

What is useful about this section? What would make it more meaningful?

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**B. Analyze evidence of Program performance. Explain how other information may impact Program (examples are business and employment needs, new technology, new transfer requirements)**

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Guidelines:

- Explain how the assessment plan for Program Student Learning Outcomes (listed on #3c) measures quality and success of each Program.
- Summarize assessment results of Program Student Learning Outcomes.
- Describe and summarize other data that reveals Program performance.
- Explain how changes in community needs, technology, and transfer requirements could affect the Program.

**8. Program Performance Feedback:**

Which portions of this section are useful? How can this section be made more meaningful?

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**Action Plan**

**Include details of planning as a result of reflection, analysis and interpretation of data.**

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Guidelines:

- Describe data and assessment results for Program Student Learning Outcomes. Analyze and reflect on assessment results for Program Student Learning Outcomes and other measures of Program performance.
- Analyze and reflect on other evidence described in previous sections. Identify the next steps, including any planned changes to curriculum or pedagogy.
- Identify questions that will serve as a focus of inquiry for next year.
  - > Determine the assessments; set the timeline for tabulating the data and analyzing results.

> Describe what you expect to learn from the assessment efforts.

**9. Action Plan Feedback:**

Which portions of this section are useful? How can this section be made more meaningful?

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## Faculty & Staff Hiring Requests

Guidelines:

- Explain clearly and with supporting data showing how hiring requests will serve Department/Division/College needs.
- Include information from the most recent Comprehensive Program Review or Annual Program Plan, whichever was last year's document.

**10. Hiring Request Feedback:**

How can this section be improved?

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## Professional Development Needs

Guidelines:

- List faculty and staff professional development activities.
- Describe faculty and staff professional development plans for next year.
- Explain how professional development activities improved student learning outcomes.

**11. Professional Development Feedback:**

What aspects of this section are useful? How can it be made more meaningful?

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## Classroom & Instructional Equipment Requests

Guidelines:

- List classroom & instructional equipment requested, including item description, suggested vendor, number

of items, and total cost.

- Explain how it will serve Department/Program/Division/College needs.
- List the requests (item description, suggested vendor, number of items, and total cost).
- List special facilities and equipment that you currently use and require.

**12. Equipment Feedback:**

How can this section be improved?

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## Office of Planning and Research

Guidelines:

- List data requests for the Office of Planning, Research & Student Success.
- Explain how the requests will serve the Department/Program/Division/College needs.

**13. Research Feedback:**

How can this section be improved?

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## Facilities Requests

Guidelines:

- List facilities requests.
- Explain how the requests will serve the Department/Program/Division/College needs.

**14. Facilities Feedback:**

How can this section be improved?

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## Final Comments

15. **What other ideas do you have for improving the Annual Program Plan?**

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