

Administrative Program Review Template

Executive Summary

0. Executive Summary

Summarize your program's strengths, opportunities, challenges, and action plans.

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

Program Description.

3. Community & Labor Needs

Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.

Looking Back

4. Major Accomplishments

Describe major accomplishments.

5. Impact of Resource Applications

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

6A. State of the Program - Observation

Describe the current state of the program (include strengths and challenges).

6B. State of the Program - Evaluation

What changes could be implemented to improve your program?

7A. SAO Assessment Plan

Describe your program's SAO assessment plan.

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7B. SAO Assessment Results and Impact

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?

Looking Ahead

8. Program Improvement Initiatives

How will you address the opportunities for improvement that you identified throughout the prior sections of this Program Review? What research or training will you need to accomplish these plans? What supplies, equipment, or facilities improvements do you need? Please do not include a written response here. Rather, use the Planning module of SPOL to create your Strategic Action Plans.

PLANNING MODULE

Note: Program Improvement Initiatives from the Looking Ahead section of Program Review are entered into SPOL through the Planning module. The following three generic "Objectives" have been created for each of the programs. Users should be able to add "Action Plans" to each objective. They can then request budget resources and assign responsible parties to the action plans.

Objective: Equipment, technology and facilities requests

Use this objective to request supplies, equipment, technology or facilities improvements. To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel. Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

Objective: Personnel Requests

Use this objective to submit your New Position Proposal. Upload your proposal to the document directory.

Objective: Strategic Action Plans

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.