VPAA ANNUAL PROGRAM REVIEW

(AY23 CYCLE; REVIEW OF AY21-22)

INTRODUCTION/INSTRUCTIONS

The Program Review Committee (PRC) supports and advances the College mission, vision, and values by enhancing the connection between program planning and resource allocation, analyzing student learning and other measurable outcomes appropriate to each program. All programs of the academic disciplines, Student Services, Business Services, and Administrative Services complete annual or multiyear reviews. Program Review **PREPARERS** should provide enough information so that **REVIEWERS** can:

1. understand the work you do and its connection to the College mission and goals, and
2. evaluate your program outcomes and the quality of your planning and program improvement efforts.

For the purposes of Program Review, a "program," includes academic disciplines, Student Services, Business Services, and Administrative Services.

NOTES on using this form: Right now, under the "File" tab, **use "Save As" to** rename the template and save it to your program's folder in **Teams**. In the file name, use your **program name** and identify whether the review is an **annual or a comprehensive** (multi-year). **Examples:** Sociology_Annual.doc; EAC_Comp.doc; Economics_Multi.doc.

If you are submitting a Resource Request, NOTE you will need to scroll to the END of the document to access the form.

PROGRAM & PREPARERS

Program Name
Preparer Names

REVIEW TEAM

Review Team Member Names

DEAN APPROVAL—ACADEMIC PROGRAMS ONLY

Dean	**Date**

PROGRAM DESCRIPTION

Describe the purpose of your program.

Describe alignment with the College mission, vision, guiding principles and with the goals of the Educational Master Plan (EMP) and/or Strategic Plan.

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Describe any significant changes that occurred last year (e.g., retirements, new hires, funding/resource changes, new services/courses/programs).

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List your program's degrees, certificates, gateway courses, and/or services (as applicable).

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REVIEWER'S COMMENTS ON PROGRAM DESCRIPTION *(TO BE COMPLETED BY REVIEWER)*

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OUTCOMES – BUSINESS SERVICES, VPAA

PRIOR YEAR SERVICE UNIT OUTCOMES

What were the objectives and action steps you set in the prior year?

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Describe the progress on your response above.

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CURRENT YEAR SERVICE UNIT OUTCOMES

What are the current year's objectives and action steps?

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How do they align with the College's Educational Master Plan (EMP) goals and objectives?

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REVIEWER'S COMMENTS ON OUTCOMES *(TO BE COMPLETED BY REVIEWER)*

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KEY INDICATORS - BUSINESS SERVICES, VPAA

What are the relevant statistics for your area and what do they indicate?

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Summarize and discuss any relevant feedback/survey results.

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REVIEWER'S COMMENTS ON KEY INDICATORS *(TO BE COMPLETED BY REVIEWER)*

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CONCLUSION

(OPTIONAL) Preparer's additional comments. Provide any additional information you want to highlight.

Report Quality: Does the report provide sufficient detail to form an accurate assessment of the program's strengths, challenges, and plans? Please explain.

Highlights: What is the program doing exceptionally well?

Suggestions: What might need to change to improve the program?

Rating: Please rate the status and performance of this program with one of the following responses: (Exemplary, Good, Fair, Needs Improvement)

Click to select

RESOURCE REQUEST

Use the link below to complete the online Resource Request form.

Please NOTE:

- You will need to submit **ONE form for EACH item** you request. Use the link for each request.
- **Your Dean/Manager should give you prior approval for each request you submit**. Do not submit any requests until you have discussed your needs with your manager and they have given you approval to submit a request for each of your items. All managers will review the final list of submitted requests before any requests are forwarded for review and prioritization.

[Click here for the online Resource Request Form](#)