

Annual Update Program Review Report

Please provide the following information. Respond NA to questions which are not applicable to your discipline/program/area.

1. Discipline/Area Name
2. Year
3. Name of person leading this review
4. Names of all district participants in this review

5. Status Quo option

Year 1: Comprehensive review

Year 2: Annual update or status quo option

Year 3: Annual update

Year 4: Annual update or status quo option

In years two and four of the review cycle, programs may determine that the program review conducted in the previous year will guide program and district planning for another year. Check here to indicate that the program review report written last year accurately reflects program planning for the current academic year. _____

(Only programs with no updates or changes may exercise the status quo option. All others will respond to questions 6 – 12.)

Data/Outcome Analysis and Use

6. Please review the headcount and FTES enrollment data provided on the web link. Comment on trends over the past five years and how they affect your program.
7. Report program/area data showing the quantity of services provided over the past five years (e.g. number of transactions, acreage maintained, students served, sales figures). Comment on trends and how they affect your program.
8. Use the discipline student achievement data provided by web link. Please note by race, gender, location and modality where improvement is needed to meet the Institutional Standard of 68% for student success (students earning grades of A, B, C, Pass, or Credit). Identify what actions are planned to address achievement gaps in success and/or retention in the current academic year.
9. Career Technical Education (CTE) programs: Review the labor market data on the California Employment Development Department website for jobs related to your discipline. Comment on the occupational projections for employment in your discipline for the next two years. Comment on how the projections affect your planning.
<http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=1011>

10. Cite examples of using outcome (PLO, SLO, and/or OO) action plans as the basis for resource requests and the allocation of those requests (e.g. human, facilities/physical, technology, financial, professional development) or making other changes that resulted in or correlate with improved outcome findings over the past two years.

Goals and Objectives

11. Review the goals identified in your most recent comprehensive self-study report and any subsequent annual reports. Briefly discuss your progress in achieving those goals.

12. List current (up to three years) discipline/area goals, and objectives related to advancing district Strategic Goals, improving outcome findings and/or increasing the completion rate of courses, certificates, degrees and transfer requirements.

Discipline/area goals **must be guided by district Strategic Goals** in the Educational Master Plan (EMP). They **must be supported by an outcome action plan, data analysis, national or professional standards, and/or a requirement or guideline from an outside agency** (e.g. legislation, Chancellor's Office, accrediting body, professional board). Consider curriculum, instruction, assessments, program services, operations, collaborations, scheduling, location, technology, etc.

Goal: A specific target

- Guided by district Strategic Goal(s) # ___
- Supporting action plan, data analysis, or other documentation

Objectives: Significant steps or actions needed to achieve the goal

Resource Needs

13. Identify significant resource needs which should be currently addressed (up to three years). If there may be safety issues, enrollment consequences, or other important concerns if a resource is not provided please make this known.

- List needed human resources. List titles in priority order. Identify which discipline/area goal(s) guides this need.
- List needed technology resources in priority order. Identify which discipline/area goal(s) guides this need.
- List facilities/physical resources (remodels, renovations or new) needed to provide a safe and appropriate student learning and/or work environment. List needs in priority order. Identify which discipline/area goal(s) guides this need.
- List needed professional development resources in priority order. Identify which discipline/area goal(s) guides this need.
- List any other needed resources in priority order. Identify which discipline/area goal(s) guides this need.