Program Review Self Study—Administrative Unit

Program (office or unit) title _____

Lead contact person _____

Writing team _____

Executive Summary

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.

3. Community and Labor Needs: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.

Looking Back

4. Describe major accomplishments.

5. Impact of resource allocations: Describe the impact to-date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program/unit/office and measures of student success or client satisfaction.

Current State of the Program

6. State of the Program

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

   B. What changes could be implemented to improve your program?

7. Service Area Outcomes (SAO) Assessment:

   A. Describe your program's SAO assessment plan.

   B. 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. Strategic goal & action plans: In the table, describe how you will you address identified opportunities for improvement

Action Plan	Timeline	Responsible party	Resources required

Resource Requests

9. Personnel:
   A. List new or replacement positions you anticipate requesting. Identify the term (fall or spring) and year in which you anticipate submitting the staffing request.
   B. Links to new position requests and applications will be included here
10. Instructional Equipment:
    A. Provide a list of all equipment needed. To be funded, requests must include all the required purchasing information.

Item name	New/Repair /Replaceme nt	Vendor	Catalog number	Unit Price	# Needed	Justificatio n	Contac t faculty

   B. Will additional space be needed to accommodate the requested equipment? Will the requested equipment require maintenance agreements and or support personnel? If so what are the projected costs?
11. Information Technology:
    A. Provide a list of all software and hardware needed. Include the required purchasing information and/or desired capabilities.

Item name	New/Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact faculty

   B. Will additional space be needed to accommodate the requested equipment? Will the requested equipment require maintenance agreements and or support personnel? If so what are the projected costs?
12. Facilities: Identify your program's facility's needs (custodial services, maintenance, remodeling, or new construction) and provide a brief explanation/justification. Please identify if the needs address ADA, safety, or utility concerns.
13. Professional Development: What professional development is needed to strengthen your program's offerings? Explain how these activities can contribute to program or college planning success?
14. Research: Identify your program's specific research needs. Explain how the research will contribute to program or college planning success.
15. Funding: Describe any projects that your program would like to pursue that are currently unfunded or not fully funded. Explain how such a project would contribute to program or college planning success.