



**Annual Plan/Program Reviews Feedback Form - IPC**

**Program** Paralegal **Division** Bus/Workforce  
**IPC Member(s)** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Reviewers** D. Johnson, F. Austin, C. Rhodes **Reviewed** 5/3/13

**The purpose of this form is to provide feedback to the Department/Program.**

<b>I. Curriculum Offerings</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. Status of curriculum updates for all courses.	Appendices not attached w/ info on updated CORs			
2. Status of SLOAC for all courses.	Exhibit 1 not attached.			
3. A description of the complete curriculum offering cycle.			√	
4. A plan for necessary curriculum development.		√		
Comments/Questions: Need to know details of Course CORs and SLOAC status. Reports not attached to this doc, and not found in Sharepoint folder.				

<b>II. Program Level Data</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The data is prepared by the Office of Research and Planning and is to be attached to this document. This section should include the following:</i>				

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1. Identification of trends on data packets.			Good analysis. No plan.	
2. Identification of program performance.			Good analysis. No plan.	
3. Identification of PLOs (Program Learning Outcomes) assessment plan.				Good plans for these PLOs.
5. Analysis of PLOs (Program Learning Outcomes) results.	Results did not match assessment plans.			
<p>Comments/Questions:            Good plans for assessing PLOs, but actual assessment method (interview) did not match the plans. Will the assessment plans be changed? Consider using eportfolios as a convenient way to gather student work for assessment of PLOs.</p>				

<b>III. Action Plan</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: This section should include the following:</i>				
1. Reflections on Department/ Program needs and goals.				√
2. An action plan for what is to be accomplished for the next year.			Details of execution are not clear for every goal.	
<p>Comments/Questions:            Click here to enter text.</p>				



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<b>IVa. Faculty and Staff hiring needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.		Better summary of needs would be valuable.		
2. Justification fits Department/Division/College needs.	v			
Comments/Questions: Is there high demand for Paralegals? Would more students be able to get jobs readily? Employment data would help justify additional resources.				

<b>IVb. Professional Development needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs.		No analysis.		
Comments/Questions: Prof devpt funds are available now. Apply for them through Prof. Devpt Committee (posted on Inside Canada).				

<b>IVc. Classroom and Instructional Equipment needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				



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1. Complete source/cost information (item description, suggested vendor, number of items, total cost).		No analysis		
2. Justification is consistent with Department/Division/College needs (uses previous program plan information).		No analysis		
Comments/Questions: Does the Division have any laptop computers available for faculty use?				

<b>IVd. Office of Planning, Research &amp; Student Success data needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.	√			
Comments/Questions: Need to specify what additional info is needed.				

<b>IVe. Facility needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.				
Comments/Questions: NA				



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**Other/General Comments:**

Without the Appendices, it is difficult to evaluate some of these analyses.

IPC Co-Chair Signature

Carol Rhodes

Date

8/20/2013

VPI Co-Chair Signature

[Signature]

Date

8/20/13