Appendix J
Annual Program Review Form
Fall 2012

To complete this form you will be "Looking at last year to plan for next year." Complete by December 7, 2012 to inform the College's plans and budgets for 2013-2014. Guidelines and other resources are available at this link: www.ccsf.edu/program_review

As you complete the form, please cite linkages to Board priorities and/or Board-approved college plans.

Department: XXXX
Contact Person: XXXX
Date: XXXX

Please check this box to certify that faculty and staff in your unit discussed the unit's major planning objectives: ☐

1. Description of Programs and Services and their Locations

Insert description from previous program review and revise as necessary to remain consistent with the College's Mission.

2. Please provide reflections on the data trends for your department. If you have additional data that you would like to provide, please also include that here.

Your response goes here.

3. Please describe any internal or external developments affecting your department since the last program review.

Your response goes here.

4. Summarize overall departmental directions taken as a result of the assessment of learning outcomes. If your unit does not offer courses or direct service to students, summarize improvements made based on the assessment of your administrative unit outcomes.

Your response goes here.

5. Summarize your department's progress to date on the major planning objectives identified in the last program review (excluding progress already cited in #4).

Your response goes here.

6. Assuming a status quo budget for your unit, indicate your department's major planning objectives for next year (2013-14). Include objectives that utilize status quo resources as well as objectives that do not require new resources.

Your response goes here.

7. If your department faced a reduction in your overall departmental budget for next year (2013-2014), indicate the changes that would be made to the delivery of courses and/or services to adjust to the new allocation.

Your response goes here.
8. If additional funds become available, indicate your department’s top priorities for resource allocation. Include new projects and/or requests to reverse specific reductions made during the last few years of fiscal austerity. Put your projects in order of priority. Add additional projects as necessary, including indication of priority order.

First Priority

☐ This is a new request
☐ We initially made this request in our ________ Program Review

Project Title: Insert title
Brief Project Description: Insert description and include specific links to college plans
Timeline: Insert timeline
Rationale: Insert rationale
Links to Priorities/Plans: Insert links to Board Priorities and/or Board-Approved College Plans
Staffing Needs: Insert staffing needs (e.g., classified, reassigned, lab aides) and approximate costs
Equipment Needs: Insert equipment needs, if any, and approximate costs
Supply Needs: Insert supply needs, if any, and approximate costs
Facility Needs: Insert facility needs, if any, and approximate costs
Request for Additional Units: Insert FTEF needs, if any, and approximate costs

Second Priority

☐ This is a new request
☐ We initially made this request in our ________ Program Review

Project Title: Insert title
Brief Project Description: Insert description and include specific links to college plans
Timeline: Insert timeline
Rationale: Insert rationale
Links to Priorities/Plans: Insert links to Board Priorities and/or Board-Approved College Plans
Staffing Needs: Insert staffing needs (e.g., classified, reassigned, lab aides) and approximate costs
Equipment Needs: Insert equipment needs, if any, and approximate costs
Supply Needs: Insert supply needs, if any, and approximate costs
Facility Needs: Insert facility needs, if any, and approximate costs
Request for Additional Units: Insert FTEF needs, if any, and approximate costs