Please review the following tables and fill out the text boxes that follow the tables. This form should be submitted to the School Dean. The completion of this form is part of the institutional program review process. In addition to this review, departments will be scheduled for a review of curriculum, teaching, and student learning every six years.

| Department: | «PROGRAM_REVIEW_NAME» |
| Contact Person: | «CHAIRCOORDINATOR» |
| Date: | November 26, 2008 |

1. Description of Programs and Services and their Locations

«DESCRIPTION»

(Note, the description above was extracted from the reports submitted during the 2006 budget process.)

2. Data regarding Personnel, Student Contacts, Expenditures, and Productivity

The data below is based upon the following Banner ORG numbers: «ORGs»

3. Data regarding Student/Employee Satisfaction—As Available

When possible, satisfaction data from employee and student surveys will be made available in January. Satisfaction data is not available for instructional departments.

4. Use this text box to provide reflections on the data trends represented above. If you have additional data which you would like to provide, please also include that here.

5. Write an update on any internal or external developments affecting your department during the past year including your evaluation of courses, programs and assessment of student learning.
6. Summarize progress to date on prior year’s planning objectives.

7. What are the department’s major planning objectives for the next fiscal year? Please cite linkages, where applicable, to the College Strategic Plan, the College Annual Plan or other collegewide plans, including the Education Master Plan, the Technology Plan, the Facilities Master Plan, etc. You may also cite linkages to the department’s review of courses, programs and assessment of student learning.

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

9. New Resources Needed
   Briefly describe each project. Include specific links, where applicable, to College Strategic Plan, Annual Plan, or College plan (e.g. Education Master Plan, Technology, Facilities, Sustainability, Institutional Advancement) to support your request. You may also include specific links to the department’s review of courses, programs and assessment of student learning. Put your projects in order of priority. Add additional items as necessary.

   #1 Project Title:
   - Timeline:
   - Rationale:
   - Links to Plans:
   - Staffing Needs:
   - Equipment Needs:
   - Supply Needs:
   - Facility Needs:
   - Request for Units:

   #2 Project Title:
   - Timeline:
   - Rationale:
   - Links to Plans:
   - Staffing Needs:
   - Equipment Needs:
   - Supply Needs:
   - Facility Needs:
   - Request for Units:

   #3 Project Title:
   - Timeline:
   - Rationale:
   - Links to Plans:
   - Staffing Needs:
   - Equipment Needs:
   - Supply Needs:
   - Facility Needs:
   - Request for Units: