Annual Program Review Form  
2010-11

The completion of this form is part of the institutional program review process. Please submit a completed form to the Program Review Committee and to your School Dean or immediate supervisor by February 16, 2010. Combined responses to questions 1 through 6 should not normally exceed four pages.

Department: XXXX  
Contact Person: XXXX  
Date: XXXX

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

Description of Programs and Services and their Locations

Description from Spring 2010 inserted by Research & Planning. Please revise if necessary.

1. 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.

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

Your response goes here.

3. Summarize your department’s progress since the last program review on implementing your six-year plan for reviewing all courses, programs, projects, and services. Please also update the Excel spreadsheet that contains your timeline for this review and for the assessment of student learning outcomes. If your unit does not offer courses, use this space to discuss your plans for assessing your administrative unit outcomes.

Your response goes here.

4. Summarize your department’s progress since the last program review on the plans for improvement in courses, programs, projects, and services based on the assessment of student learning outcomes. If your unit does not offer courses, use this space to discuss your progress in improving your services based on the assessment of your administrative unit outcomes. What is working particularly well? Are there items you need help with?

Your response goes here.

5. Summarize your progress to date on the major objectives you identified in last year’s program review (excluding progress already cited in #3 and #4).

Your response goes here.

6. What are the department’s major objectives for the 2011-12 academic year? Cite linkages, where applicable, to college plans. You may also cite linkages to the department’s review of courses, programs and assessment of student learning.

Your response goes here.
Bonus Question for 2010-11: What progress has your department / program made on the college-wide initiative to improve textbook affordability and access for all our students? Please indicate what discussions you have had and what strategies you have developed to combat the high cost of textbooks.

Your response goes here.

New Resources Needed
Briefly describe each project. Include specific links, where applicable, to college plans to support your request. You may also include specific links to the department’s review of courses, programs and assessment of student learning. Please remember to include any costs associated with staffing, equipment, supply, facilities, or unit requests. If exact costs are unknown, please approximate. Put your projects in order of priority. Add additional items as necessary.

First Priority

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

Project Title: Insert title here
Brief Project Description: Insert description here
Timeline: Insert timeline here
Rationale: Insert rationale here
Links to Plans: Insert links here
Staffing Needs (e.g., classified, reassigned, lab aides): Insert staffing needs, if any, here
Equipment Needs: Insert equipment needs, if any, here
Supply Needs: Insert supply needs, if any, here
Facility Needs: Insert facility needs, if any, here
Request for Additional Units: Insert FTEF needs, if any, here

Second Priority

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

Project Title: Insert title here
Brief Project Description: Insert description here
Timeline: Insert timeline here
Rationale: Insert rationale here
Links to Plans: Insert links here
Staffing Needs (e.g., classified, reassigned, lab aides): Insert staffing needs, if any, here
Equipment Needs: Insert equipment needs, if any, here
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