



- d. Mission and Description of Program/Department (*Include a specific section in the description which delineates services offered **online or off-site**. Standard II.B.*)

**II. Annual Accomplishments by College Mission/Strategic Plan's Five Areas of Focus:** *In responding to each section below, please divide your responses as follows: 1) **Descriptive Summary**, and 2) **Evaluation** of how well you met each area, providing dates and measureable data/outcomes where possible. Cite the specific **evidence/documentation** to support your responses.*

***STUDENT ACCESS***

- a. Describe how your department or program assured equitable access to students by providing appropriate, comprehensive, and reliable services regardless of service location or delivery method. Provide specific examples. *Standard II.B.3.a.*

***LEARNING & STUDENT SUCCESS***

- b. Describe how your department or program identified the learning support needs of students and summarize how these needs were addressed. (*In Section V, detail how your department or program addressed the learning needs of students by way of the **SLO assessment cycle**. Standards **II.B.3 and IIB.4.***)
- c. Describe how your department or program provided an environment that encouraged personal and civic responsibility, as well as intellectual, aesthetic, and personal development for students. *Standard II.B.3.b.*

- d. *(For Departments/Programs with Counseling/Advising only)*. Describe how your department or program designed, maintained, and evaluated counseling and/or advising. Provide specific examples of how faculty and staff were prepared to carry out these responsibilities. *Standard II.B.3.c.*
- e. Describe the programs, practices, and services in your department or program that supported and enhanced student understanding and appreciation of diversity. *Standard II.B.3.d.*

***VALUE & SUPPORT OF EMPLOYEES***

- f. Describe how your department or program promoted a healthy and nurturing work environment for its employees? Include examples of professional development opportunities.

*The institution provides all personnel with appropriate opportunities for continued professional development...III.A.5.*

***ECONOMIC & COMMUNITY DEVELOPMENT***

- g. Describe how your department or program responded to the needs of the external community. Include examples of strategic partnerships and community activities.

***FISCAL & PHYSICAL RESOURCES***

- h. Describe how your department enhanced human, fiscal, and physical resources to maximize efficiency and productivity.
- i. How does your department or program encourage environmental responsibility?

- j. What conclusions do you draw from your level of alignment with the mission/strategic plan that may form the basis for improvement?

**III. Access/Students Served:** *In responding to each section below, in addition to providing overall numbers of students, you may further sub-divide your responses by the numbers of students receiving each type of service (e.g. orientation, one-on-one appointment, etc.).*

- a. How many students were served in your program/department? Compared to the previous year(s)?
- b. Specify the demographic composition of the students served in your program/department (e.g. ethnicity, gender, socio-economic, disability, other). Use chart and/or other graphic.
- c. How do the demographic data compare with the previous year(s)? Please note trends.
- d. Is the demographic composition of the students served in your program/department in proportion to the college demographics or target population (show comparison chart and/or graphic)? If not, what factors may contribute to the differences?

- e. What conclusions do you draw from the analysis of access/enrollment data that may form the basis for improvement?

**IV. Success, Satisfaction, & Engagement:** *Provide data/information collected by your department, Institutional Research, or other means of data collection.*

- a. Provide student success data, as appropriate, for your department or program (including retention, persistence, graduation, and transfer).
- b. How do the success data compare with the previous year(s)?
- c. How does success compare by demographic populations? If disparities exist, what factors may contribute to the differences?
- d. Provide satisfaction/engagement data collected in your program/department.

e. How do the satisfaction/engagement data compare from the previous year(s)?

f. What conclusions do you draw from the analysis of success, satisfaction and engagement data that may form the basis for improvement?



***Use of Results For Improvement and Planning***

*a. How do the results compare to those from the previous year(s)?*

*b. How were/will the results used for improving student learning?*



## SECTION TWO: PLANNING & RESOURCES

**VI. Planning:** *In the sections below, please identify the Student Learning Outcomes and Departmental Outcomes/Goals to be achieved in the upcoming year. Please identify the method of assessment (e.g. survey, rubric) and measure of success for each (e.g. 80% will express satisfaction; 75% will demonstrate learning).*

***Student Learning Outcomes***

- a. Based on the analysis of the program review, develop 2-3 SLOs to be achieved next year and cite the specific Areas of Focus and Institutional Learning Outcomes to which each aligns. Include the method of assessment and measure of success for each SLO.
- 1.
  - 2.
  - 3.

***Departmental/Program Goals***

- b. Based on the analysis of the program review, list 2-3 goals to be achieved next year and cite the specific Areas of Focus to which each aligns (*align with 2012-2013 Student Services unit goals*). Include the measure of success for each.
- 1.
  - 2.
  - 3.

**VII. Resource Allocation:** *In the sections below, outline the resources needed to achieve your departmental outcomes/goals and student learning outcomes.*

***Staffing Needs***

- c. Delineate current staffing structure.

d. If there are factors that suggest a need for increasing staff to achieve SLOs and/or departmental/program goals, please list them in rank order (include: Title and Justification).

***Facilities Needs***

e. Identify any facilities needs to achieve SLOs and/or departmental/program goals (complete and attach *Facilities Request Form*).

***Technology Needs***

f. What new, additional, or replacement equipment is needed to achieve SLOs and/or departmental/program goals? (complete and attach *Technology Request Form*)

***Basic Skills Needs***

g. If appropriate, identify specific basic skills activities that are needed to achieve SLOs and/or departmental/program goals (complete and attach *Basic Skills Activity Form/Proposal*).

***Perkins Needs***

h. If appropriate, identify specific Perkins/Workforce Development activities that are needed to achieve SLOs and/or departmental/program goals (complete and attach *Perkins Form/Proposal*).

***Other Resource Needs***

i. What additional resources are needed to achieve SLOs and/or departmental/program goals not currently included in your budget? (Include: Object code and Justification)

***Research/Data Needs***

j. Identify the specific research/data needed for the next annual program review, including research/data that will provide evidence of the achievement of SLOs and departmental/program outcomes (complete and attach *Research Request Form*).

*For use by Peer Review Team*

*Peer Review Team (state names/positions of members):*

*Date(s) of Review:*

*Recommendations:*

*Commendations:*

J. Barnes/ProRevPlan Form: 2/11/12