

Instructions for Completing the ANNUAL Program Review Plan Template Student Services

Annual priorities and needs shall be made known to the College Planning Council and the Budget Committee by means of an Annual Program Plan. Each Student Services department shall submit an Annual Program Plan using the attached template. Based on existing Comprehensive Program Reviews and linking with the college Mission and Strategic Plan, these annual plans will provide a progress report on the previous year's objectives/goals and an action plan for the current year, and a proposed budget for the following year.

Once completed, submit a copy to your Dean and the SSPC for review. Once received by the SSPC, the SSPC will comment on the document and return the comments to the author for use in the next program plan/review.

Due Date: March 31 of each year

Instructions:

- Answer all questions and/or fill in all tables as concisely and completely as possible.
- Supporting document examples:
 - Department Mission / Vision Statement
 - Institutional Research Data
 - Department survey, questionnaire, usage results
 - Volume / productivity reports
 - Additional qualitative / quantitative data
 - Curriculum data (if applicable)
 - SLO data & reflection(s)

Timeline: **TBD**

Plan Submitted: March 31

Reviewed by SSPC:

Forwarded to Curriculum Committee for posting

Requests to Budget Committee:

ANNUAL Program Review Plan Student Services

Name of Department:

Name of Person Submitting Review:

Date of Submission:

Assessment of Past Progress

Department Mission Statement (Review, and revise or re-affirm) :

New Mission Statement if applicable:

Describe your progress on your previous year's objectives / goals (as applicable):

Objective/Goal 1:

Connection to College's Strategic Plan Priorities:

Summary of Progress (Assessment):

Resources/Budget Used:

Objective/Goal 2:

Connection to College's Strategic Plan Priorities:

Summary of Progress (Assessment):

Resources/Budget Used:

Current Year Objectives/Goals - What objectives/goals will you take on for this year? Professional Development needs may also be included. Will your allocated resources be sufficient given your objectives?

Objective/Goal 1:

Connection to Strategic Plan Priorities:

Action Plan (Include who is responsible):

Assessment Plan:

Criterion (Indicators of good performance on a goal?):

Resources/Budget Required (staff, equipment, supplies, etc.):

Objective/Goal 2:

Connection to Strategic Plan Priorities:

Action Plan (Include who is responsible):

Assessment Plan:

Criterion (Indicators of good performance on a goal?):

Resources/Budget Required (staff, equipment, supplies, etc.):

Summary Update from Comprehensive Program Review / Annual Plan

Based on program SLOs and/or external data:

1. Describe the current status of the Program / Department

2. Explain any significant issues and / or changes since the last annual plan that has had Program impact (if applicable):

3. Briefly explain any significant changes expected during the upcoming year (if applicable):

Review Date:

Reviewed by:

Comments:

Budget Requests Forwarded:

Additional Comments: