



Annual Program Plan Feedback Library - IPC

Program: _____ **Division:** _____

IPC Member(s) Reviewers: _____

The purpose of this form is to provide feedback to the Library.

I. Curriculum Offerings	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of curriculum updates for all courses				
2. Status of SLOAC for all courses				
3. A description of the complete curriculum offering cycle				
4. A plan for necessary curriculum development				
Comments/Questions:				

II. Enrollment Data	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The data is prepared by the Office of Research and Planning and is to be attached to this document. This section should include the following:</i>				
Identification of trends				
Comments/Questions:				



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III. Three-year Action Plan	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Reflections on Library needs and goals				
2. An action plan for what is to be accomplished in the next three years				
Comments/Questions:				
IV. Usage Statistics	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
3. Reflections on usage statistics				
4. An action plan for what is to be accomplished in the next three years				
Comments/Questions:				
V. Acquisitions	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
5. Reflections on Acquisitions				
6. An action plan for what is to be accomplished in the next three years				
Comments/Questions:				
VI. Partnerships and Consortia	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
7. Reflections on Library Partnerships and Consortia				



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8. An action plan for what is to be accomplished in the next three years				
Comments/Questions:				

7a. <u>Faculty and Staff Hiring Request</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.				
2. Justification fits Department/Division/College needs				
Comments/Questions:				

7b. <u>Professional Development Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs				
Comments/Questions:				

7c. <u>Classroom and Instructional Equipment Request (Item description, Number of Items, Total Cost)</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan



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<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information				
2. Justification is consistent with Department/Division/College needs (uses previous program plan information)				
Comments/Questions:				

7d. Planning Research and Data Needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				

7e. <u>Facility Needs</u>	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs				
Comments/Questions:				



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Other/General Comments:

IPC Co-Chair Signature:

Date:

VPI Signature:

Date:
