The 2016-2017 Comprehensive Program Review for Administrative Offices provides units an opportunity to delve deeply into the effectiveness of its services, its goals, its assessment data, and its short- and long-term planning. The comprehensive program review is completed in concordance with the online forms for establishing and updating program review action steps. Please provide all responses in the grey fields and ***do not alter any of the formatting of this document***. For more information on these processes and for support information, please visit the [SWC Program Review website](http://www.swccd.edu/index.aspx?page=1500) by [clicking here](http://www.swccd.edu/index.aspx?page=1500).

**Section 1: Program Identification (**[**click here to download the 2016-2017 Program Designator List**](http://www.swccd.edu/modules/showdocument.aspx?documentid=15835)**)**

|  |  |
| --- | --- |
| **Program Review Level (1, 2, or 3)** |  |
| **Division Designator**  |  |
| **Director, Dean or Supervising Office Designator**  |  |
| **Program Designator**  |  |
| **Name of Program** |  |
| **Name of Program Review Lead** |  |
| **Program Review Lead Email Address** |  |
| **Names of Program Review Contributors** |  |
| **Year of Last Comprehensive Program Review** |  |

**Section 2: Functions of the Unit**

2.1 What are the services offered and functions performed by your unit?

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2.2 Who are the customers/recipients of the services performed by your unit?

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**Section 3: Alignment with the Mission and Strategic Plan**

3.1 Choose a strategic priority, goal, and objective and type it in the field below. Click [here](http://www.swccd.edu/Modules/ShowDocument.aspx?documentid=15497) to view the 2016-2019 SWC Strategic Plan.

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3.2 Describe in the field below how your unit assesses achievement of the specific strategic priority, goal or objective indicated above. What tools are used to measure achievement of the mission or strategic plan?

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3.3 How does the unit contribute to student access to courses, programs, and/or services?

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3.4 How does the unit contribute to student completion at the course or program level?

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3.5 Describe how your unit has used its budgeted funds to support achievement of the mission or a specific strategic planning priority, goal or objective.

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3.6 How would an augmentation in your annual budget support achievement of the mission or a specific strategic planning priority, goal or objective?

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3.7 How does the unit create an environment that embraces equity, diversity, and inclusion as it relates to the unit’s action steps and the College District's mission or Strategic Plan?

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**Section 4: Outcomes Assessment and Program Improvement**

4.1 Describe how your unit assesses achievement of its outcomes. What tools are used to measure outcomes achievement?

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4.2 Describe how your unit conducts/facilitates regular discussions and actions that support outcomes assessment and lead to program improvements.

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4.3 What initiatives and actions have been taken to improve the unit's practices, programs, and services based on assessment of outcomes? How does the unit measure the impact of those initiatives and actions?

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4.4 What evidence does the unit have regarding its customers/recipients of services that initiatives and actions have increased student success and how does the evidence demonstrate success?

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4.5 Describe how your unit has used its budgeted funds to support achievement of its outcomes.

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4.6 How would an augmentation in your annual budget support achievement of a specific student learning outcome, administrative unit outcome, or institutional student learning outcome?

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**Section 5: Professional Development**

5.1 How does the unit identify appropriate opportunities for continued professional development?

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5.2 How does the unit provide appropriate opportunities for continued professional development?

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5.3 How will these development opportunities support your unit's action steps, program improvements, or the College District's mission or strategic plan?

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**Section 6: Shared Planning and Decision-Making**

6. 1 Describe how members of your unit engage in college-wide decision-making processes?

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**Section 7: Resources and Factors Affecting the Unit**

7.1 What is your annual budget for full-time and part-time salaries?

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7.2 Does your unit have a sufficient number of staff to support the effective educational, technological, physical, and administrative operations of the unit, and is your annual budget for full-time and part-time salaries sufficient to accomplish your unit's action steps? If the answer is no, explain why not.

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7.3 What is your annual budget for equipment and supplies?

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7.4 Is your annual budget for equipment and supplies sufficient to accomplish your unit's action steps? If the answer is no, explain why not.

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7.5 What is your annual budget for travel?

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7.6 Is your annual budget for travel sufficient to accomplish your unit's action steps? If the answer is no, explain why not.

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7.7 Is your unit’s working environment constructed and maintained to assure access, safety, security and a healthful working environment, and are the physical resources available to your unit (office space, furniture, printers, copiers, fixtures, etc.) sufficient to accomplish your unit's action steps? If the answer is no, explain why not.

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7.8 Are the technology resources available to your unit (computers, projectors, software etc.) sufficient to accomplish your unit's action steps? If the answer is no, explain why not.

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7.9 Is your unit’s working environment constructed and maintained to assure access, safety, security and a healthful working environment, and are the physical resources available to your unit (office space, furniture, printers, copiers, fixtures, etc.) sufficient to accomplish your unit's action steps? If the answer is no, explain why not.

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**Section 8: Internal and External Contact and Future Variables**

8.1 Describe how the unit interacts and collaborates with other College District units and the effects of that interaction on the ability to achieve its action steps.

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8.2 Describe how the unit interacts and collaborates with members of the community-at-large and the effects of that interaction on the ability of the unit to achieve its action steps.

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8.3 What effects do external factors, such as safety requirements, state laws, community needs, accreditation have on the ability of the unit to accomplish its action steps?

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8.4 What future trends or anticipated changes are likely to have an impact on the unit's ability to accomplish its action steps and how does the unit intend to address them?

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**Section 9: Final Recommendations**

In a brief narrative, provide an executive summary of your recommendations for the unit.

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**Section 10: Action Steps**

Section 10 is completed using a separate, online form. Please complete the form **for each action step** you are updating or establishing as part of this comprehensive program review. Your action steps should support unit and program goals and outcomes, the college mission and/or the 2016-2019 Strategic Plan and be based in a review of data and resource needs. Click [here](https://SouthwesternCollege.formstack.com/forms/swcannualprogramreviewsnapshot_copy_3_copy_1_copy_2) to complete the form for the [2016-2017 New and Ongoing Action Steps for Annual Program Review](https://southwesterncollege.formstack.com/forms/swcannualprogramreviewsnapshot_copy_3_copy_1_copy_2). If you wish to document an action step that is completed or discontinued, complete the form for [2016-2017 Completed or Discontinued Action Steps](https://SouthwesternCollege.formstack.com/forms/swcannualprogramreviewsnapshot_copy_3_copy_1_copy_1_copy) by clicking [here](https://SouthwesternCollege.formstack.com/forms/swcannualprogramreviewsnapshot_copy_3_copy_1_copy_1_copy).