# **Program Review: Annual Update 2018-19**

*Section I: Program Identification*

|  |
| --- |
| **Program Level: 3** |
| **Program Name:** |
| **Program Designator:** *See Comprehensive APR Cycle List* |
| **Name of Program Review Lead:** |
| **Email Address of Program Review Lead:** |
| **Names of Program Review Contributors:** |
| **School:** |
| **Name of School Dean:** |
| **Date of School Program Review Meeting:** *Scheduled by School Dean* |
| **Division: VPAA** |
| **Year of Last Comprehensive Program Review:** |

*Section II: Goal Updates*

**Provide an update on each Action Step (now called Program Goals) from your most recent Academic Program Review Snapshot.**

NOTE: *Your resource requests will be considered for the* ***next*** *budget year, which begins on July 1, 2019.*

## Completed Program Goals

## Complete the table below for each completed goal. If you have more than one completed goal, copy and paste the table and fill it out separately for each goal.

|  |
| --- |
| **Program Goal Priority and Name:** *Type the priority and name from your Snapshot.* |
| **Narrative Update/Outcomes Assessment:** *Provide a brief narrative of the steps you took to achieve your goal, and include outcomes assessment data (qualitative and/or quantitative) demonstrating successful completion.* |

## Discontinued Goals

## Complete the table below for each discontinued goal. If you have more than one discontinued goal, copy and paste the table and fill it out separately for each goal.

|  |
| --- |
| **Program Goal Priority and Name:** *Type the priority and name from your Snapshot.* |
| **Narrative Update/Outcomes Assessment:** *Explain why you decided to discontinue your goal; include any supporting qualitative and/or quantitative outcomes assessment data.* |

## 

## Continuing Goals:

## Complete the table below for each goal your program is continuing with **no changes** to the goal or resource requests. If you have more than one continuing goal, copy and paste the table and fill it out separately for each goal.

|  |
| --- |
| **Program Goal Priority and Name:** *Type the priority and name from your Snapshot.* |
| **Narrative Update/Outcomes Assessment:** *Provide a brief narrative of the steps you have taken toward completing your goal, and include any qualitative and/or quantitative outcomes assessment data you have compiled to date.* |
| **Filled Resource Requests:** List names of filled requests here. **For each unfilled request that is still required to achieve your goal, complete the Resource Request table in Section III.** |

## Modified Continuing Goals

*Complete the table below for each goal your program would like to continue* ***with changes*** *to the goal and/or resource requests. If you have more than one modified continuing goal, copy and paste the table and fill it out separately for each goal. If your modification requires* ***new resource requests****, complete the Resource Request in Section III for each request.*

|  |
| --- |
| **Program Goal Priority and Name:** *Type the priority and name from your Snapshot.* |
| **Narrative Update/Outcomes Assessment:** *Provide a brief narrative of the steps you have taken toward completing your goal, and explain why you have decided to modify the goal. Include any qualitative and/or quantitative outcomes assessment data you have compiled to date.* |
| **Filled Resource Requests:** *List names of filled requests here.* ***For each unfilled request that is still required to achieve your goal, complete the Resource Request table in Section III.*** |

## New Goals

*If your program would like to add one or more new goals, complete this section for each new goal. You may also include data from additional sources. If your goal requires resources, complete the Resource Request table in Section III for each request.*

*Each of your Program Goals must support the* [*Southwestern College Mission*](http://www.swccd.edu/index.aspx?page=818) *and* [*Strategic Plan*](http://www.swccd.edu/Modules/ShowDocument.aspx?documentid=15497)*. Include strategies to attract a diverse range of students to your program and help them succeed.*

*The* [*Educational Master Plan*](http://www.swccd.edu/modules/showdocument.aspx?documentid=9244)*, the* [*Facilities Master Plan*](http://www.swccd.edu/modules/showdocument.aspx?documentid=4868)*, and the* [*Technology Plan*](http://www.swccd.edu/modules/showdocument.aspx?documentid=18943) *are also important to consider when determining Program Goals. As you determine your goals, review these documents as well.*

***Complete the following fields for each new Program Goal. If you have more than one new Program Goal, copy and paste the set of fields and fill them out separately for each new goal:***

1. ***PG Priority:***
2. ***PG Description:*** Briefly describe a major aspiration your program hopes to achieve over the next three years. (100-character maximum)

For example:

* Improve student completion of program certificates by five percent.
* Provide learning support for students enrolled in accelerated course sequence.

1. ***Tasks and Timeline:*** Describe the tasks you plan to undertake to achieve your PG and the timeline for these tasks.

Note: Your description may mention necessary resources, but a task is broader than a resource request. For example, a task may be to increase access to tutoring. One resource request may be to hire five new tutors.

1. ***Assessment:*** Explain how you intend to assess the results of your PG.
2. ***Connection to Strategic Plan and Division Plan:*** Connect your Program Goals to the [Southwestern College Strategic Plan](http://www.swccd.edu/Modules/ShowDocument.aspx?documentid=15497) and the Academic Affairs Division Plan. Choose one priority and one objective from that priority.
3. ***Connection to Data Analysis:*** Explain the rationale for your Program Goal based on your data analysis in Component VI.

*Section III: Resource Requests*

*Follow the instructions below to fill out this table for each request. Add rows as needed.*

| *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* | *9* | *10* |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Goal Priority and Name* | *Category* | *Resource Name* | *Contact* | *Rationale* | *Instructional*  *or*  *Non-Instructional* | *Ongoing or*  *One-Time* | *Cost*  *(Optional)* | *Funding Source*  *(Optional)* | *Unfilled or New* |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

1. ***Goal Priority and Name:*** Type the goal priority and name from the goal table. **For new goals, type the description instead of the name**.
2. ***Category:*** Identify the appropriate category for your request from the options below:

*Major Equipment:* Any one item with an estimated cost of $5,000 or more. Example: a forklift, a vehicle, etc. You may also submit as a Major Equipment resource request any one item with an estimated cost of $5,000 or more AND any minor equipment items ($4,999 or less) essential to the operation of the Major Equipment. All items should be bundled as one resource request. Example: a piece of specialized furniture and supporting equipment. Do not include technology items. Items that do not have an estimated cost will be prioritized as Minor Equipment.

*Minor Equipment (for budget development only):* An item, or a bundle of two or more of the same item, of instructional or operational equipment that costs a total of $4,999 or less. Do not include technology items.

*Facilities:* A renovation of an existing facility, classroom, office space or other area or furniture for a space. Do not include technology items. (A smart podium is furniture; the computer in it is technology.

#### New Academic Technology: Academic technology includes computers, servers, software, databases, printers, networks, network applications, storage devices, video projectors, and the like. Academic technology includes other peripherals, but only if they need a computer, software, or network to connect to the internet. This includes an item that connects to a computer or tablet through a cord or wireless technology. This includes online subscriptions. Technology Bundles may include necessary accessories related to the technology item.

Examples of Academic Technology:

* Audio Recording Equipment
* CNC Routers and Mills
* Headsets
* Microscopes that connect to computers
* Online Journals
* Films On Demand
* Artstor
* Video Recording Equipment

Examples of technology bundles:

* Video recording equipment: headsets, adapters, microphones
* Camera with tripod

Examples of Minor Equipment (under $5000):

* Lights
* Power Tools

*New Institutional Technology:* An item of operational technology that will not replace an item you currently use (new computers, new software, new servers). New technology items may be bundled together as one item if all items in the bundle depend on each other to work. Technology Bundles may include necessary accessories related to the technology item.

*Replacement Technology (for budget development only):* An item of instructional or operational technology that replaces an outdated or no longer useful piece of technology you currently use. Replacement technology items may be bundled together as one item if all items in the bundle depend on each other to work.

*Human Resources (for budget development only):* Currently unfunded. New Classified Staff/ Administrators

#### Human Resources (for budget development only): Faculty

#### Uncategorized Needs: Any one item that does not fit into the other categories.

#### **Resource Name:** Please type a brief name for this resource.

1. ***Contact:*** Please type the name of the person to contact for more information on this resource request.
2. ***Rationale:*** Explain how this resource will help your program achieve its goal.
3. ***Instructional or Non-Instructional:*** Instructional resources are those resources students use during a classroom and/or learning experience. Non-instructional resources support students indirectly, out-of-the-classroom, and support administrative staff to perform their duties.
4. ***Ongoing or One-time:***Choose whether the costs for this item are only one-time or if it is a recurring expense. One-time only expenses are those that DO NOT have additional costs in outlying years. For example, new software that requires a renewing site license is an ongoing item.
5. ***Cost (optional):*** If possible, estimate the costs associated with this item.
6. ***Funding Source (optional):***If possible, identify a potential funding source for this item.
7. ***Unfilled or New:*** Indicate whether this is an unfilled request from last year or a new request.