**This template is a resource for the creation of your program review. Actual submission will be through the Program Review Application (App) in the MySWC portal. Information typed into this form can be copied and pasted to the app.**

Program Review Annual Update

**Section I: Program Identification**

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| 1.1 Program Review Level (1, 2, or 3): |       |
| 1.2 Program or Unit Name: |       |
| 1.3 Designator: |       |
| 1.4 Name of Program Review Lead: |       |
| 1.5 Program Review Lead Email Address: |       |
| 1.6 Names of Program Review Contributors: |       |
| 1.7 School/Unit: |       |
| 1.8 Name of Dean or Direct Supervisor: |       |
| 1.9 Division: |       |

# **Section 2: Add or Edit Goals and Activities**

This Annual Update anticipates being a follow-up to a previous year’s Comprehensive Program Review or Annual Update. It’s intended to provide updates until your next Comprehensive Review.

The remainder of this Annual Update asks you to identify up to three (3) goals for your unit and for each, indicate (a) what type of goal it is (per list of selections), (b) what institutional goal your goal aligns with (per list of institutional goals available last Fall/early Spring), (c) at least one activity you will pursue to accomplish the goal, (d) a justification for why you believe the activity will help you achieve your goal, and (e) how the activity will be assessed to determine if you it is helping you achieve your goal.

When reviewing or creating a goal, consider the following questions:

* Is the goal aligned with SWC’s mission and institutional goals?
* Does the goal describe a desired outcome?
* Is the goal clear, achievable, and measurable?
* What progress has been made toward achieving the goal?
* What challenges are limiting progress toward the goal?
* What actions could expedite achievement of the goal?

Following consideration of the above questions, determine the status of each existing goal and whether any new goals need to be added in order to improve the quality and effectiveness of the program or unit, as well as its viability, and relevancy to SWC’s mission and institutional objectives.

## **Goal #1**

1. What type of goal are you entering or editing? Circle one
	1. New
	2. Continuing
	3. Modified
	4. Discontinued

Is this a Continuing Education goal? (If you selected “Yes” your goal will be shared with the Director of Continuing Education & Special Projects)

Yes No

1. What strategic plan objective does your goal align with? See[**Strategic Plan goals and objectives**](https://www.swccd.edu/administration/institutional-research-and-planning/_files/sp-goals-and-objectives-2021-2025.pdf)

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1. Enter a goal (i.e. department/program/unit goal) (300 character limit)

*Create a* [*SMART*](https://www.swccd.edu/administration/institutional-program-review/_files/how-to-write-smart-objectives-goals.pdf) *Goal - Defining these parameters as they pertain to your goal helps ensure that your objectives are attainable within a certain time frame. This approach eliminates generalities, sets a clear timeline, and makes it easier to track goal progress.*

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1. Enter an activity to accomplish your goal (1200 character limit)

*For each program or unit goal, at least one activity to achieve the goal must be identified.*

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1. Enter the activity explanation/justification (1200 character limit)

*For each activity, develop a justification to demonstrate its efficacy in accomplishing the goal using data, studies, or analysis. Be sure the justification is a precise explanation and avoid unnecessary or extraneous information.*

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1. Describe how this activity will be assessed (700 character limit)

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If you would like to add or edit an additional goal (up to three (3), please click on arrow next to Goal # below. If you would like to add more than three (3) goals, please copy and paste questions 1-6 above into a new document.

## **Goal #2**

1. What type of goal are you entering or editing? Circle one
	1. New
	2. Continuing
	3. Modified
	4. Discontinued

Is this a Continuing Education goal? (If you selected “Yes” your goal will be shared with the Director of Continuing Education & Special Projects)

Yes No

1. What strategic plan objective does your goal align with? See[**Strategic Plan goals and objectives**](https://www.swccd.edu/administration/institutional-research-and-planning/_files/sp-goals-and-objectives-2021-2025.pdf)

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| *[Ex: 2A-Support student success initiatives in the Vision for Success, Jaguar Pathways and Student Equity Plan, with a focus on groups experiencing disproportionate impact in retention, completion, or transfer]* |

1. Enter a goal (i.e. department/program/unit goal)

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| *[Ex: By 2023-24, increase the number of student applications collected for the Board of Governors Fee Waiver (BOGFW) by 20%]* |

1. Enter an activity to accomplish your goal

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1. Enter the activity explanation/justification

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1. Describe how this activity will be assessed

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If you would like to add or edit an additional goal please click on arrow next to Goal #3 below

## **Goal #3**

1. What type of goal are you entering or editing? Circle one
	1. New
	2. Continuing
	3. Modified
	4. Discontinued

Is this a Continuing Education goal? (If you selected “Yes” your goal will be shared with the Director of Continuing Education & Special Projects)

Yes No

1. What strategic plan objective does your goal align with? See[**Strategic Plan goals and objectives**](https://www.swccd.edu/administration/institutional-research-and-planning/_files/sp-goals-and-objectives-2021-2025.pdf)

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| *[Ex: 2A-Support student success initiatives in the Vision for Success, Jaguar Pathways and Student Equity Plan, with a focus on groups experiencing disproportionate impact in retention, completion, or transfer]* |

1. Enter a goal (i.e. department/program/unit goal)

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1. Enter an activity to accomplish your goal

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1. Enter the activity explanation/justification

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1. Describe how this activity will be assessed

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# **Section 3: Add or Edit Resources**

Resource requests submitted through program review must be directed to (a) innovation or improvement\*, (b) faculty hires (to support a request in the Faculty Hiring Process (FHP)), or (c) classified/administration hires. If your program has a resource need that does not meet this criterion, it is considered operational and should be requested through a different channel (i.e., repairs to existing district property).

\*An improvement is an expansion of an existing program with new resources, and an innovation is a new enterprise in response to analysis of program data, conditions in the field, advances in pedagogy, legislation, or other relevant information.

## **Add Resource Request to Goal #1**

1. What if the name of this resource request?

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1. What category does this request belong in? Please [click here](#_Category_Definitions) to see list of categories

*If requesting New Academic Tech or Institutional Tech, it is recommended that you complete the New Technology Request Questionnaire with the help of the IT representative for your area to ensure your location can support technology upgrades.*([New Technology Request Questionnaire](https://jag.swccd.edu/pr/pdf/Techology%20Request%20Questionnaire%202023.pdf))

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1. Enter the resource request contact *(name of person with most information pertaining to this request)*

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1. Enter the rationale for this resource request (1000 character limit)

*For each resource request, provide a rationale to demonstrate why the resource is needed to support or complete the associated activity. Use data, studies, or analysis where possible.*

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1. Is this resource instructional or non-instructional?

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1. Will this resource request be on-going or one time?

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1. Enter the estimated cost of this resource (mandatory) \*\*

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1. Enter the estimated on-going cost of this resource \*\*

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Cost estimates in the form of a written quote, electronic shopping cart, or other firm cost documentation will be required to be attached and must include accurate shipping and sales tax amounts in order for funding to be accurate. Insufficient budgeted amounts that are the result of an inaccurate quote or failure to include shipping and sales tax will need to be backfilled by the area budget manager.

You must attach additional documentation in reference to the questions above in order for your request to be considered. Please combine all pages as a single pdf file. To upload the PDF select Choose File, then click on Submit and then choose Save.

**If you would like to add an additional resource, please click on arrow next Add Resource Request to Goal #1 below**

## **Add Resource Request to Goal #1**

1. What if the name of this resource request?

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1. What category does this request belong in? Please [click here](#_Category_Definitions) to see list of categories

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1. Enter the resource request contact

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1. Enter the rationale for this resource request

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1. Is this resource instructional or non-instructional?

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1. Will this resource request be on-going or one time?

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1. Enter the estimated cost of this resource (mandatory)\*\*

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1. Enter the estimated on-going cost of this resource\*\*

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Cost estimates in the form of a written quote, electronic shopping cart, or other firm cost documentation will be required to be attached and must include accurate shipping and sales tax amounts in order for funding to be accurate. Insufficient budgeted amounts that are the result of an inaccurate quote or failure to include shipping and sales tax will need to be backfilled by the area budget manager.

## Add Resource Request to Goal #2

1. What if the name of this resource request?

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1. What category does this request belong in? Please [click here](#_Category_Definitions) to see list of categories

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1. Enter the resource request contact

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1. Enter the rationale for this resource request

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1. Is this resource instructional or non-instructional?

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1. Will this resource request be on-going or one time?

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1. Enter the estimated cost of this resource (mandatory)\*\*

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1. Enter the estimated on-going cost of this resource\*\*

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## Add Resource Request to Goal #2

1. What if the name of this resource request?

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1. What category does this request belong in? Please [click here](#_Category_Definitions) to see list of categories

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1. Enter the resource request contact

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1. Enter the rationale for this resource request

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1. Is this resource instructional or non-instructional?

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1. Will this resource request be on-going or one time?

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1. Enter the estimated cost of this resource (mandatory)\*\*

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1. Enter the estimated on-going cost of this resource\*\*

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If possible provide a quote or link to price of resource request.

## Add Resource Request to Goal #3

1. What if the name of this resource request?

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1. What category does this request belong in? Please [click here](#_Category_Definitions) to see list of categories

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1. Enter the resource request contact

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1. Enter the rationale for this resource request

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1. Is this resource instructional or non-instructional?

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1. Will this resource request be on-going or one time?

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1. Enter the estimated cost of this resource (mandatory)\*\*

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1. Enter the estimated on-going cost of this resource\*\*

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Cost estimates in the form of a written quote, electronic shopping cart, or other firm cost documentation will be required to be attached and must include accurate shipping and sales tax amounts in order for funding to be accurate. Insufficient budgeted amounts that are the result of an inaccurate quote or failure to include shipping and sales tax will need to be backfilled by the area budget manager.

## Add Resource Request to Goal #3

1. What if the name of this resource request?

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1. What category does this request belong in? Please [click here](#_Category_Definitions) to see list of categories

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1. Enter the resource request contact

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1. Enter the rationale for this resource request

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1. Is this resource instructional or non-instructional?

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1. Will this resource request be on-going or one time?

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1. Enter the estimated cost of this resource (mandatory)\*\*

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1. Enter the estimated on-going cost of this resource\*\*

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## Category Definitions

**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. **Examples of Minor Equipment (under $5,000):** Lights, Power Tools

**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

**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.

**Technology Bundles:**

An item of instructional or operational technology that will not replace an item you currently use (new computers, new software, new servers) ***PLUS*** any resources from other categories that the item will depend on to work. New Technology items may be bundled together as one item if all items in the bundle depend on each other to work.

**Examples of Technology Bundles:**
Video recording equipment: headsets, adapters, microphones, camera with tripod