**This Annual Update template is a resource for the creation of your program review. Actual submission will be through the** [**Program Review Application (App)**](https://jag.swccd.edu/pr/default) **in the MySWC portal. Information typed into this form can be copied and pasted to the app.**

**Section I: Program Identification**

|  |  |
| --- | --- |
| **Program/Administrative Unit Level:** | **3** |
| **Program/Administrative Unit Name:** |  |
| **Program/Administrative Unit Designator:**  [*See Program Review Designator List*](https://www.swccd.edu/administration/institutional-program-review/index.aspx) |  |
| **Name of Program Review Lead:** |  |
| **Email Address of Program Review Lead:** |  |
| **Names of Program Review Contributors:** |  |
| **School:** |  |
| **Name of School Dean or Level 2 Director:** |  |
| **Date of School Program Review Meeting:** *Scheduled by School Dean* |  |
| **Division:**  *(VPAA, VPSA, VPHR, SP/PRES)* |  |
| **Year of Last Comprehensive Program Review:** |  |

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

## **Goal #1**

What type of goal are you entering or editing?

* 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

What institutional goal does your goal align with?

There are 14 institutional goals identified for the purpose of Program Review:

Institutional Goal Source of Goal

1. Reduce or eliminate equity gaps Vision for Success & Student Equity Plan
2. Increase completions Vision for Success & Student Equity Plan
3. Increase transfers Vision for Success & Student Equity Plan
4. Reduce average units taken to obtain associate degree Vision for Success
5. Increase CTE students working in field of study Vision for Success
6. Increase application to enrollment rate Student Equity Plan
7. Increase fall to spring retention Student Equity Plan
8. Increase completion of transfer-level math and English Student Equity Plan
9. Increase community connectivity and impact Governing Board
10. Redesign instruction and student services Jaguar Pathways Reforms
11. Redesign student orientation and onboarding Jaguar Pathways Reforms
12. Redesign placement policies and teaching practices Jaguar Pathways Reforms
13. Redesign educational and career pathways Jaguar Pathways Reforms
14. Increase institutional effectiveness Superintendent/President

**Note**: Institutional goals 2-9 also have been adopted as the goals of the Division of Academic Affairs.

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

|  |
| --- |
|  |

Enter an activity to accomplish your goal

|  |
| --- |
|  |

Enter the activity explanation/justification

|  |
| --- |
|  |

Describe how this activity will be assessed

|  |
| --- |
|  |

If you would like to add or edit an additional goal please click on arrow next to Goal #2 below

## Goal #2

What type of goal are you entering or editing?

* 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

What institutional goal does your goal align with?

There are 14 institutional goals identified for the purpose of Program Review:

Institutional Goal Source of Goal

1. Reduce or eliminate equity gaps Vision for Success & Student Equity Plan
2. Increase completions Vision for Success & Student Equity Plan
3. Increase transfers Vision for Success & Student Equity Plan
4. Reduce average units taken to obtain associate degree Vision for Success
5. Increase CTE students working in field of study Vision for Success
6. Increase application to enrollment rate Student Equity Plan
7. Increase fall to spring retention Student Equity Plan
8. Increase completion of transfer-level math and English Student Equity Plan
9. Increase community connectivity and impact Governing Board
10. Redesign instruction and student services Jaguar Pathways Reforms
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12. Redesign placement policies and teaching practices Jaguar Pathways Reforms
13. Redesign educational and career pathways Jaguar Pathways Reforms
14. Increase institutional effectiveness Superintendent/President

**Note**: Institutional goals 2-9 also have been adopted as the goals of the Division of Academic Affairs.

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

|  |
| --- |
|  |

Enter an activity to accomplish your goal

|  |
| --- |
|  |

Enter the activity explanation/justification

|  |
| --- |
|  |

Describe how this activity will be assessed

|  |
| --- |
|  |

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

## Goal #3

What type of goal are you entering or editing?

* 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

What institutional goal does your goal align with?

There are 14 institutional goals identified for the purpose of Program Review:

Institutional Goal Source of Goal

1. Reduce or eliminate equity gaps Vision for Success & Student Equity Plan
2. Increase completions Vision for Success & Student Equity Plan
3. Increase transfers Vision for Success & Student Equity Plan
4. Reduce average units taken to obtain associate degree Vision for Success
5. Increase CTE students working in field of study Vision for Success
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8. Increase completion of transfer-level math and English Student Equity Plan
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12. Redesign placement policies and teaching practices Jaguar Pathways Reforms
13. Redesign educational and career pathways Jaguar Pathways Reforms
14. Increase institutional effectiveness Superintendent/President

**Note**: Institutional goals 2-9 also have been adopted as the goals of the Division of Academic Affairs.

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

|  |
| --- |
|  |

Enter an activity to accomplish your goal

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Enter the activity explanation/justification

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|  |

Describe how this activity will be assessed

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|  |

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

## Add Resource Request to Goal #1

What if the name of this resource request?

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| --- |
|  |

What category does this request belong in? Please click [here](https://www.swccd.edu/administration/institutional-program-review/program-review-budget-development-and-prioritization.aspx) to see list of categories

|  |
| --- |
|  |

Enter the resource request contact

|  |
| --- |
|  |

Enter the rationale for this resource request

|  |
| --- |
|  |

Is this resource instructional or non-instructional?

|  |
| --- |
|  |

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

|  |
| --- |
|  |

Enter the estimated cost of this resource\*\*

|  |
| --- |
|  |

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

|  |
| --- |
|  |

\*\* Cost estimates in the form of a written quote, electronic shopping cart, or other firm cost documentation 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.

**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

What if the name of this resource request?

|  |
| --- |
|  |

What category does this request belong in?

|  |
| --- |
|  |

Enter the resource request contact

|  |
| --- |
|  |

Enter the rationale for this resource request

|  |
| --- |
|  |

Is this resource instructional or non-instructional?

|  |
| --- |
|  |

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

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| --- |
|  |

Enter the estimated cost of this resource

|  |
| --- |
|  |

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 #2

What if the name of this resource request?

|  |
| --- |
|  |

What category does this request belong in?

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|  |

Enter the resource request contact

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| --- |
|  |

Enter the rationale for this resource request

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| --- |
|  |

Is this resource instructional or non-instructional?

|  |
| --- |
|  |

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

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| --- |
|  |

Enter the estimated cost of this resource

|  |
| --- |
|  |

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 #2

What if the name of this resource request?

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| --- |
|  |

What category does this request belong in?

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| --- |
|  |

Enter the resource request contact

|  |
| --- |
|  |

Enter the rationale for this resource request

|  |
| --- |
|  |

Is this resource instructional or non-instructional?

|  |
| --- |
|  |

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

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| --- |
|  |

Enter the estimated cost of this resource

|  |
| --- |
|  |

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

What if the name of this resource request?

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What category does this request belong in?

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Enter the resource request contact

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| --- |
|  |

Enter the rationale for this resource request

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| --- |
|  |

Is this resource instructional or non-instructional?

|  |
| --- |
|  |

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

|  |
| --- |
|  |

Enter the estimated cost of this resource

|  |
| --- |
|  |

Enter the estimated on-going cost of this resource

|  |
| --- |
|  |

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

## Add Resource Request to Goal #3

What if the name of this resource request?

|  |
| --- |
|  |

What category does this request belong in?

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| --- |
|  |

Enter the resource request contact

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Enter the rationale for this resource request

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Is this resource instructional or non-instructional?

|  |
| --- |
|  |

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

|  |
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|  |

Enter the estimated cost of this resource

|  |
| --- |
|  |

Enter the estimated on-going cost of this resource

|  |
| --- |
|  |

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