

Program Review Template for Non-Instructional Programs and Operations,
Revised October 19, 2010

<p>Program Evaluation Summary—To be completed by the Program Review Committee members</p>	<p>The Program Review Committee shall, after reviewing each program review report, prepare a Program Evaluation Summary, which shall be made a part of the program review report and shall address these items:</p> <ol style="list-style-type: none"> 1. Program Strengths: 2. Program Weaknesses: 3. Recommendations for Program Improvement: 4. Committee Determination: <ol style="list-style-type: none"> a. Report is accepted and may proceed to the next step in the process. b. Report is returned to the department for further work, as follows:
<p>1 Support of the College Mission</p>	<ol style="list-style-type: none"> A. Summarize the program in terms of key functions and responsibilities. B. Describe how the program supports the overall mission of the College as adopted by the Board of Trustees. C. Describe, in qualitative and quantitative terms, the population served by the program.
<p>2 Accomplishments in Achieving Goals Outlined in the Previous Program Review.</p>	<ol style="list-style-type: none"> A. Describe progress in achieving goals outlined in the previous program review, including evidence documenting such achievements. B. Explain modifications of goals outlined in the previous program review, including evidence documenting such modifications. C. Describe specific, documented accomplishments that support and facilitate the achievement and assessment of student learning outcomes, including measures employed to evaluate program effectiveness in achieving such outcomes.
<p>3 New Goals</p>	<p>Outline new goals including an explanation how the program supports the achievement of student learning outcomes, and state timelines for completion, measures for evaluating achievement of such goals, and a process for implementing improvements.</p>
<p>4 Personnel Summary</p>	<ol style="list-style-type: none"> A. Provide an organizational chart of the program, showing personnel coverage of key functions and responsibilities. B. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program goals? Explain. C. Describe organizational changes that will improve program performance, provide timelines for the achievement of such changes, and describe measures that will assess the effectiveness of such changes.
<p>5 Staff Development</p>	<ol style="list-style-type: none"> A. Describe specific professional development activities in which program members participate, and explain how such activities benefit or enhance the program and support and facilitate student learning outcomes. B. Describe areas of unmet professional development needs among personnel in this program, if applicable, and outline plans to address those needs.
<p>6 Facilities and Equipment</p>	<ol style="list-style-type: none"> A. Are current facilities, such as classrooms, offices and equipment, adequate to support the program? Explain. B. Is available dedicated space adequate to support the program? Explain. C. Is available equipment adequate to support the program? Explain. D. Describe plans for future changes in support facilities or equipment.
<p>7 Financial Resources</p>	<ol style="list-style-type: none"> A. Provide a financial report showing, for each year of the preceding 3 years, budgeted vs. actual expenditures for each of these line items, at a minimum: Personnel Salaries, Personnel Benefits, Supplies, Contract Services, and Capital Expenditures. Explain deviations from budget exceeding 10% of any line item. B. Describe plans for future budget changes.
<p>8 Strengths and Weaknesses</p>	<ol style="list-style-type: none"> A. List and comment on the major strengths of the program. B. List and comment on the major weaknesses of the program. C. List recommendations for improving and correcting identified weaknesses.

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<p>Program Evaluation Summary To be completed by the Program Review Committee members</p>	<p>The Program Review Committee shall, after reviewing each program review report, prepare a Program Evaluation Summary, which shall be made a part of the program review report and shall address these items:</p> <ol style="list-style-type: none"> 1. Program Strengths: 2. Program Weaknesses: 3. Recommendations for Program Improvement: 4. Committee Determination: <ol style="list-style-type: none"> a. Report is accepted and may proceed to the next step in the process. b. Report is returned to the department for further work, as follows:
<p>1. Support of the College Mission</p>	<ol style="list-style-type: none"> A. State the purpose of program. B. Describe how the program supports the overall mission of the College as adopted by the Board of Trustees. C. Describe the unique institutional goal the program achieves.
<p>2 Accomplishments in Achieving Goals Outlined in the Previous Program Review</p>	<ol style="list-style-type: none"> A. Describe progress in achieving goals outlined in the previous program review, providing evidence documenting such achievements. B. Explain modifications of goals outlined in the previous program review, providing evidence documenting such modifications.
<p>3. Populations Served</p>	<ol style="list-style-type: none"> A. Describe the populations served by the program, including special populations. B. Describe other populations that should be served by the program, and describe plans to serve them in the future.
<p>4. Curriculum History</p>	<p>List the courses constituting the program. Of the courses constituting the program, list those courses that have not been successfully offered at least once during the preceding six (6) semesters. Explain why such courses were not successfully offered. Provide a strategy for improving their success, or explain why they should not be removed from the program.</p>
<p>5. Course Scheduling and Availability</p>	<p>Describe how effectively the scheduling process of classes in the program:</p> <ol style="list-style-type: none"> A. Optimizes class availability for day students, evening students and distance education students. B. Optimizes student learning.
<p>6. Student Learning Outcomes</p>	<ol style="list-style-type: none"> A. Describe the process by which the program identifies, measures and evaluates student learning outcomes at the course, program and degree levels, and provide evidence that this process is being followed. B. Describe the process by which program improvements are made, and provide evidence that this process is being followed.
<p>7. Program and Course Coverage</p>	<ol style="list-style-type: none"> A. Describe how effectively courses in the program are covered by: <ol style="list-style-type: none"> 1) Full-time faculty; 2) Part-time (adjunct) faculty B. Describe ongoing or projected deficiencies in faculty coverage of courses in the program. C. Describe plans to improve program and course coverage, if applicable.
<p>8. Professional Development</p>	<ol style="list-style-type: none"> A. Describe specific professional development activities in which faculty members in the program participate, and explain how such activities benefit or enhance the program and support and facilitate student learning outcomes. B. Describe areas of unmet professional development needs among faculty in the program, if applicable, and outline plans to address those needs.

9. Student Performance and Completion	<p>A. Display and comment on semester-by-semester course completions in the program over the preceding six (6) semesters. (Course completion rate = A, B, C or CR divided by A, B, C, D, F, CR, NC, W, MW, IP)</p> <p>B. Display and comment on annual degree or certificate completions, if applicable, over the preceding three (3) academic years.</p>
10. Enrollment and Financial Trends	<p>A. Display and comment on semester-by-semester enrollments in program courses over the preceding six (6) semesters.</p> <p>B. Display and comment on annual program expenditures over the preceding three (3) years, as to: supplies, contracts, capital outlay and other non-salary expenses.</p>
11. Facilities and Equipment	<p>A. Are current facilities, such as classrooms, offices and equipment, adequate to support the program? Explain.</p> <p>B. Is available dedicated space adequate to support the program? Explain.</p> <p>C. Is available equipment adequate to support the program? Explain.</p> <p>D. Describe plans for future changes in support facilities or equipment.</p>
12. Strengths and Weaknesses	<p>A. List and comment on the major strengths of the program.</p> <p>B. List and comment on the major weaknesses of the program.</p>
13. Plans to Remedy Weaknesses	Identify specific steps to correct identified weaknesses and provide the timeline by which they are to be corrected.
14. Plans to Advance the Program	Describe other plans that will advance the program.