**Administrative Program Review**

**<Year> Annual Update**

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| --- | --- |
| Program / Department: |  |
| Date submitted: |  |
| Submitted by: |  |

Outcomes Assessment Report □ Revised Plan of Action □

The Annual Update is conducted by all programs at the college and consists of an analysis of changes affecting the program as well as significant new funding needs for staff, resources, facilities, and equipment. It should be submitted or renewed every year by June 30 in anticipation of budget planning for the following year, which beginsat the planning retreat in November. \*Note that if there is no change from the previous year, you may simply resubmit the information in that report (or any portion that remains unchanged) from the prior year as long as it is on the current form and completely responds to each question.

Programs and units should support their planning efforts with quantifiable data, conduct appropriate analyses, and make supportable conclusions.

**I. Program Purpose (must align with college mission)**

Describe the need that is met by the program or the purpose of the program.

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**II. Progress on Comprehensive Program Review Final Plan of Action**

Summarize the progress the program has made on recommendations, including the status of any incomplete items.

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**III. Program Assessment**

□ Check here if any SAOs have changed since the last comprehensive program review and/or annual update.

What are your program service area outcomes? Which of these have been assessed since the last comprehensive program review and/or annual update? How are they measured? What did the assessment data indicated about the strengths and weaknesses of your program? What changes have you made/do you plan based on these data? *(See Administrative Service Area Outcomes SAOs Assessment Report form on last page)*

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**IV. Internal/External Conditions**

Whatexternal conditions have influenced the program in the past year? Have there been regulatory changes, changes in technology, accreditation recommendations, demographics, labor market, or other changes? Summarize the major trends, challenges, and opportunities that have emerged in the program since the last comprehensive program review and /or annual update.

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What internal conditions have influenced the program in the past year? Have there been trends in SAOs/assessment data; changes in technology, budget, staffing or resources; facilities issues; etc.?

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**V. Update to Final Action Plan**

If you change or modify a previous recommendation, provide an explanation for the change and a new target date. For new recommendations, provide target dates and data for support. For all items, show how they are related to assessment results where possible and provide approximate costs for resources requested. Resources may include budget, facilities, staffing, research support, professional development, marketing, etc. Not all recommendations will require resources. (Plan may cover period up to the next scheduled comprehensive program review.)

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**VI. Revised - Plan of Action (Annual Update)**

The last comprehensive program review was completed \_\_\_\_\_\_\_\_\_\_ <date>.

The self-study and validation teams developed a final plan of action – post validation based on information in the self-study and the recommendations of the validation team.

*(If any plan was made and action not taken, please state the rationale for not pursuing that particular item. If action was delayed or postponed, provide an explanation and a new target date.)*

**CHANGES AND MODIFICATIONS**

RECOMMENDATIONS FROM PLAN OF ACTION ACTION TAKEN, RESULT AND STATUS

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**ADDITIONS**

PLAN OF ACTION TARGET DATE

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***RESOURCES NEEDED (***Be sure there is sufficient justification and data contained in the narrative to support each of the items on your list.)

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| **TYPE OF RESOURCE** | **SPECIFIC RESOURCE** | **APPROXIMATE COST** |
| Facility Needs |  |  |
| Technology Needs |  |  |
| Staffing Needs |  |  |
| Equipment (non-technology) |  |  |
| Other Resources |  |  |

**Program Review Annual Update**

**Administrative Service Area Outcomes (SAOs) Assessment Report**

**Program / Department:**

Use one row for each SAO

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| --- | --- | --- | --- |
| **Program Intended Outcomes** | **Assessment Method(s)** | **Findings** | **Action Plan** |
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