

# YEARLY PLANNING DISCUSSION TEMPLATE

## General Questions

Program Name \_\_\_\_\_ Academic Year \_\_\_\_\_

1. Has your program mission or primary function changed in the last year?
2. Were there any noteworthy changes to the program over the past year? (eg, new courses, degrees, certificates, articulation agreements)

### Learning Outcomes Assessment

- a. Please summarize key results from this year's assessment.
  - b. Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data.
  - c. Please summarize recommendations and/or accolades that were made within the program/department.
  - d. Please review and attach any changes to planning documentation, including PLO rubrics, associations, and cycles planning.
3. Is your two-year program map in place and were there any challenges maintaining the planned schedule?
  4. Were there any staffing changes?

5. What were your program successes in your area of focus last year?

**CTE two-year review of labor market data and pre-requisite review**

6. Does the program meet documented labor market demand?
7. How does the program address needs that are not met by similar programs?
8. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.
9. Have recommendations from the previous report been addressed?

**Validation for Program Planning Process:**

10. Who have you identified to validate your findings? (Could include Guided Pathway Success Teams, Advisory Committee Members, related faculty, industry partners or higher education partners)
11. Are there specific recommendations regarding the core topic responses from the validation team?