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| **BASIC PROGRAM INFORMATION** |

*Program Review is about documenting the discussions and plans you have for improving student success in your program and sharing that information with the college community. It is also about linking your plans to decisions about college resource allocations. With that in mind, please answer the following questions.*

|  |  |
| --- | --- |
| **Program/Department Name:** |  |

|  |  |
| --- | --- |
| **Division Name:** |  |

Please list all team members who participated in this Program Review:

|  |  |  |
| --- | --- | --- |
| **Name** | **Department** | **Position** |
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| --- | --- | --- | --- |
| **Total Full Time Faculty:** |  |  **Total Part Time Faculty:** |  |

|  |
| --- |
| **Please list all existing Classified positions:** *Example: Administrative Assistant I* |
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| **SECTION 1: PROGRAM REFLECTION** |

**1A. Program Update:** Based on the data, please tell us how your program did last year. We are particularly interested in your proudest moments or achievements related to student success and outcomes.

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**1B. Program Improvement:** What areas or activities are you working on this year to improve your program? What data or information will you use to measure your success (e.g. student success rates, changes in student or program learning outcomes)?

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**1C. EMP Goal:** The 2015-2020 Educational Master Plan includes the following goal:

*“Create a culture of equity that promotes student success and strong support for underserved students.”*

Tell us some of the things you plan to do in your program this year to support this goal. Next year, we will ask you to report on any accomplishments.

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| **SECTION 2: OBJECTIVES & RESOURCE REQUESTS** |

**2A. New Objectives:** Please list any new objectives; do not list resource requests in this section.

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| **Objective** | **Timeline** | **Measure of Progress** |
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**2B. Resource Requests:** Using the table below, summarize your program’s unfunded resource requests. Refer to the Operations Planning Committee (OPC) [website](http://www.foothill.edu/president/operations.php) for current guiding principles, rubrics and resource allocation information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Request** | **$** | **Objective** | **Type of Resource Request** |
| **Full-Time Faculty/Staff Position** | **One-Time B-Budget Augmentation** | **Ongoing B-Budget Augmentation** | **Facilities and Equipment** |
|  |  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  | [ ]  | [ ]  | [ ]  | [ ]  |

**2C. Unbudgeted Reassigned Time:** Calculate by [% Reassign Time x Salary/Benefits of FT]

Has the program received college funding for reassigned time in the last three years?

[ ]  Yes [ ]  No If Yes, Indicate Percent of Time: \_\_\_\_\_\_\_\_\_\_\_\_

Has the program used division or department B-Budget to fund reassign time?

[ ]  Yes [ ]  No If Yes, Indicate Percent of Time: \_\_\_\_\_\_\_\_\_\_\_\_

Indicate duties covered by requested reassign time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsibility** | **Estimated $** | **Related Objective** | **Estimated Hrs/Month** | **% Time** |
|  |  |  |  |  |

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| **SECTION 3: FEEDBACK AND FOLLOW-UP** |

**This section is for the Dean to provide feedback.**

**3A. Strengths and successes of the program as evidenced by the data and analysis:**

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**3B. Areas of concern, if any:**

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| --- |
|  |

**3C. Recommendations for improvement:**

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|  |

**3D. Recommended Next Steps:**

 **[ ]** Proceed as Planned on Program Review Schedule

 [ ]  Further Review / Out-of-Cycle in-Depth Review

**This section is for the Vice President/President to provide feedback.**

**3E. Strengths and successes of the program as evidenced by the data and analysis:**

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**3F. Areas of concern, if any:**

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**3G. Recommendations for improvement:**

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|  |

**3H. Recommended Next Steps:**

**[ ]** Proceed as Planned on Program Review Schedule

 [ ]  Further Review / Out-of-Cycle in-Depth Review

*Upon completion of Section 6, the Program Review document should be returned to department faculty/staff for review, then submitted to the Office of Instruction and Institutional Research for public posting. Please refer to the Program Review timeline.*