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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.*

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| **Administrative Unit Name:** |  |

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

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| **Name** | **Department** | **Position** |
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Please list all members of your Administrative Unit along with position title.

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| **Name** | **Department** | **Position** |
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**Please list all departments covered in this program review.**

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| **SECTION 1.1: ADMINISTRATIVE UNIT DATA** |

**1.1A. Administrative Unit Data**

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|  | **2012-2013** | **2013-2014** | **2014-2015** |
| **Number of Students Served** |  |  |  |
| **Number of Faculty Served** |  |  |  |
| **Number of Staff Served** |  |  |  |
| **Full-Time FTEF** |  |  |  |
| **Part-Time FTEF** |  |  |  |
| **Full-Time Staff** |  |  |  |
| **Part-Time Staff** |  |  |  |

**1.1B. Staffing:** If the staffing structure of your administrative unit does not meet the program needs, please discuss your program objectives aimed at addressing this.

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**1.1C. Service Type:** Describe the faculty, staff and/or students you primarily serve.

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**1.1D. Location/Time:** Indicate the locations/times of services provided. (Check all that apply)

[ ]  Daytime [ ]  Evening [ ]  Off-Campus [ ]  Online [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.1E. Service Tracking:** How was quantity/level of service tracked?

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**1.1F. Service Trend:**

Individuals Served (Over Past 3 Years): [ ]  Increase [ ]  Steady/No Change [ ]  Decrease

**1.1G. Unit Impact:** Describe changes in technology/regulations/processes that impact your administrative unit, and the impact of those changes on your unit.

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**1.1H. Admin Unit:** What finding or themes can be gathered from the AU-SLOs or departmental program-level SLO assessments?

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What strategies has your administrative unit used to improve support services within the program or department?

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**1.1I. SLO Assessment:** If your AU-SLOs or program-level SLOs are not being met, please indicate your program objectives aimed at addressing this.

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**1.1J. Professional Development:** Are the training and professional development opportunities available to your administrative unit sufficient? [ ]  Yes [ ]  No If No, please explain:

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| **SECTION 1.2 ADMINISTRATIVE UNIT – INSTRUCTIONAL REFLECTION** |

If your unit supervises instructional programs, complete Section 1.2; otherwise, please skip.

**1.2A. Curriculum:** Does your division curriculum committee meet regularly? [ ]  Yes [ ]  No

If Yes, how often do you meet? [ ]  1x/Quarter [ ]  2x/Quarter [ ]  1x/Month [ ]  Other: \_\_\_\_\_\_\_

How does your division curriculum committee meet? (Check all that apply)

[ ]  Face-to-Face [ ]  Email/Online [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you post the agenda and minutes for your division committee meetings? [ ]  Yes [ ]  No

If yes, where? (Check all that apply) [ ]  Division Website [ ]  Google Docs [ ]  Other File Sharing

**1.2B. Training:** Do your division curriculum committee members receive training on curriculum regulations, processes, etc.? [ ]  Yes [ ]  No

**1.2D. Summary:** What is functioning well with the division curriculum committee?

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How do you ensure that faculty are teaching to the C.O.R.? (Check all that apply)

[ ]  Refer faculty to website [ ]  Provide a copy of COR [ ]  Review with faculty [ ]  Other: \_\_\_\_\_\_

**1.2E. Curriculum Objectives:** Please discuss any program objectives aimed at making the division curriculum committee more effective?

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| **SECTION 2: INSTITUTIONAL STANDARDS** |

As part of an accreditation requirement, the college has established institutional standards across specific indicators that are annual targets to be met and exceeded.

**2A. Unit-Level:** Please comment on how your unit is contributing to the institutional standards.

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**2B. Instructional-Level:** If you directly supervise instructional programs, please include your analysis of the programs and how they contribute to the institutional standards.

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**2C. Service-Level:** If you directly supervise services, please include your analysis of the services and how they contribute to the institutional standards.

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| **SECTION 3: STUDENT EQUITY & CORE MISSIONS** |

**3A.** [**Basic Skills**](http://www.foothill.edu/president/basicskills.php)**:** (English, ESLL and Math): Please discuss current outcomes/initiatives related to this mission. How is your administrative unit supporting basic skills students or programs?

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**3B.** [**Transfer**](http://www.foothill.edu/president/transfer.php)**:** Please discuss current outcomes/initiatives related to this mission. How is your administrative unit supporting students’ transfer goals?

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**3C.** [**Workforce**](http://www.foothill.edu/president/workforce.php)**:** Please discuss current outcomes/initiatives related to this mission. How is your administrative unit supporting students’ workforce goals?

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**3D.** [**Student Equity**](http://www.foothill.edu/president/equity.php)**:** Please discuss current outcomes/initiatives related to this mission. How is your administrative unit supporting student equity and success?

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| **SECTION 4: SUMMARY OF PROGRAM OBJECTIVES & RESOURCE REQUESTS** |

**4A. Past Program Objectives/Outcomes:** Please list program objectives (not resource requests) from past program reviews and provide an update by checking the appropriate status box.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Proposed: \_\_\_\_ [ ]  Completed [ ]  Ongoing [ ]  No Longer a Goal
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Proposed: \_\_\_\_ [ ]  Completed [ ]  Ongoing [ ]  No Longer a Goal
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Proposed: \_\_\_\_ [ ]  Completed [ ]  Ongoing [ ]  No Longer a Goal
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Proposed: \_\_\_\_ [ ]  Completed [ ]  Ongoing [ ]  No Longer a Goal
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Proposed: \_\_\_\_ [ ]  Completed [ ]  Ongoing [ ]  No Longer a Goal

Please comment on any challenges or obstacles with ongoing past objectives.

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Please provide rationale behind any objectives that are no longer a priority for the program.

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**4B. New Program Objectives:** Please list all new program objectives discussed in Sections 1-3; do not list resource requests in this section.

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| **Program Objective** | **Implementation Timeline** | **Progress Measures** |
| *Example: Reduce Wait Time for Counselors* | *Winter 2016 Term* | *Student Surveys* |
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**4C. EMP Goals.** Please refer to the Educational Master Planning [website](http://www.foothill.edu/president/parc/esmp.php) for more information. Indicate which EMP goals are supported by your program objectives (Check all that apply).

[ ]  Create a culture of equity that promotes student success, particularly for underserved students.

[ ]  Strengthen a sense of community and commitment to the College’s mission; expand participation from all constituencies in shared governance.

[ ]  Recognize and support a campus culture that values problem solving and stewardship of resources.

**4D. 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. Be sure to mention the resource request in your narrative above when discussing your program so the request can be fully vetted.

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| **Resource Request** | **$** | **Program Objective (Section 4B)** | **Type of Resource Request** |
| **Full-Time Faculty/Staff Position** | **One-Time B-Budget Augmentation** | **Ongoing B-Budget Augmentation** | **Facilities and Equipment** |
|  |  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  | [ ]  | [ ]  | [ ]  | [ ]  |

**4E. Unbudgeted Reassigned Time:** Please list and provide rationale for requested reassign time.

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**4F. Review:** Review the resource requests that were granted over the last three years and provide evidence that the resource allocations supported your goals and led to student success.

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| **SECTION 5: ADMINISTRATIVE UNIT SUMMARY** |

**5A. Prior Feedback:** Address the concerns or recommendations made in prior program review cycles, including any feedback from the Dean/VP, Program Review Committee, etc.

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| **Concern/Recommendation** | **Comments** |
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**5B. Summary:** What else would you like to highlight about your program (e.g. innovative initiatives, collaborations, community service/outreach projects, etc.)?

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| **SECTION 6: LEARNING OUTCOMES ASSESSMENT SUMMARY** |

**6A. Attach 2013-2014 Admin-Unit Outcomes:** Four Column Report for AU-SLO Assessment from TracDat. Please contact the Office of Instruction to assist you with this step if needed.

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| **SECTION 7: FEEDBACK AND FOLLOW-UP** |

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

**7A. Strengths and successes of the program as evidenced by the data and analysis:**

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**7B. Areas of concern, if any:**

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**7C. Recommendations for improvement:**

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**7D. Recommended Next Steps:**

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

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

*Upon completion of Section 7, 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.*