**Comprehensive Program Review Report**

**Non - Instructional Program
Due By January 31, 2023 for AY *2022-23 to 2024-25 Planning***

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| **Section I: Program Description** |

**I.A. Program Title**

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**I.B. Program Review Team (Identify all individuals in your program. Names and positions, all who contributed to this comprehensive program review).**

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**I.C. Review Program Description and Mission Statement** (*See Guide for tips on filling out this section).*

1. Program Mission Statement

The program’s mission (and vision, if applicable), goals and objectives and how they tie to the College and/or department goals. Concerning mission, goals, duties, and objectives, please describe any improvements that need to be addressed. Update current Mission Statement if applicable.

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**I.D. Program Summary -** Provide a brief summary on the current status of the program being reviewed.

**In 500 words or less,** provide a description of the program being reviewed so that a reader outside of the college can gain an overview of the program. This is not a reiteration of the program's mission, but more of a “snapshot” of the program as it currently exists and of the day-to-day operations of the program. Programs may wish to include such things as the number of faculty/staff in the program, their positions, number of students served, reporting relationships, annual budget, community relationships, etc.

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| **Section II: Looking Back** |

**II.A. Present the Results** (Rubric Criterion 3)

II.A.1. List of any written Protocols and practices that are in place. Include a description of when and how updates occur, who manages updates, and how they are implemented.

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II.A.2. Does the department have training plans and/or training manuals in place for staff? (Yes/No, if yes, please attach any documents or links; if no, do you have a plan to develop a plan or how does your department train new staff and others?)

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II.A.3. Who is responsible for updating your website, and is there a schedule for updating it? How do you maintain the accuracy of the program’s online information?

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II.A.4. How does the department currently elicit and incorporate suggestions or recommendations from colleagues and stakeholders?

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II.A.5. Please discuss any client satisfaction data (from surveys, focus groups, etc.) or performance data (from activity logs, reports, etc.) the department receives and uses to support decision‐making.

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II.A.6. Please discuss any student data pertaining to your department’s performance.

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II.A.7. Provide a descriptive summary of the outcomes from the 2021-2022 cycle of program review.

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II.A.8. List last year’s goals and strategies that were used to improve the program to achieve equity and enhance student learning.

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**II.B. Analyze the Results** (Rubric Criteria 1, 3)

II.B.1. Review activities from Last year – What is working?

* List activities your program implemented in 2021-22

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* Were goals reached? If yes, explain why, if not, explain why.

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**II.C. Recommendation . . .** (Rubric Criteria 1, 5)

* Describe activities you believe would have an effect on your outcome measures.

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* Based on overall findings from this report, what changes need to be made and how will the changes impact equity?

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* What steps will the department/program need to take to address equity gaps? If the equity gaps are identified, describe the plan to close the gaps.

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| **Section III: Looking Forward— Three Year Plan** |

**III.A.** **List Your Three-Year Goals—Be Quantitative and actionable!**

List your three-year goals in terms of their expected changes on the outcome measures as indicated earlier. Each goal that requires resources, impacts other areas, or otherwise is substantive requires the submission of a Goal form. Keep in mind the scoring rubric criteria:

1. The relationship between program review narrative and the CPR Goal is evident and strongly supported by evidence.
2. The PR Goal directly implements institutional planning document goals.
3. The outcome directly implements institutional planning outcomes and is transferrable and/or scalable institutionally.
4. Program Outcome indicators, methods and/or timelines use institutional measures
5. Before/after benchmarks and timelines are completely specified, identical methods, transferrable/scalable.

Goal 1 Description and Mapping with SAP (Strategic Action Plan)

Goal 2 Description and Mapping with SAP (Strategic Action Plan)

Goal N Description and Mapping with SAP (Strategic Action Plan)

**III.B. Action Plan:**

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| Goal 1* Project Lead Name
* Resource implication
* Outcome
* Timeframe
* Resource Need if any (If it is a Funding request, then you need to submit Goal Form)

Goal # * Project Lead Name
* Resource implication
* Outcome
* Timeframe
* Resource Need if any (If it is a Funding request, then you need to submit Goal Form)
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**IV.A. Evaluation of Program Review and Program Planning Process (optional)**

In this cycle of program review, what aspects of the program review and program planning process worked best and why?

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**IV.B. Evaluation of Program Review and Program Planning Process (optional)**

In this cycle of program review, what aspects of the program review and program planning process would you change and why?