<<Program Name>>



# 1. Program or Unit Description

Program or Unit Mission or Purpose Statement

What is the target student or service population?

# 2. Analysis of the Program/Unit

Discuss the Program’s or Unit’s strengths and areas to improve in terms of Demand, Efficiency, and Effectiveness based on an analysis of the program’s Quantitative Indicators or comparable unit-developed measures or program-developed metrics. Include a discussion of relevant historical-trend data on key measures (i.e., last three years).

Discuss significant program or unit actions (new certificate(s), stop outs, gain/loss of position(s), results of prior year’s action plan, etc.). Include external factors affecting the program or unit.

Instructional programs must include ARPD health indicators with benchmarks to provide a quick view on the overall condition of the program; CTE programs must include an analysis of Perkins Core indicators for which the program did not meet the performance level.

[insert ARPD data table, if available; else, insert unit or program specific data used for review]

# 3. Program Student Learning Outcomes or Unit/Service Outcomes

1. List of the Program Student Learning Outcomes or Unit/Service Outcomes
2. Program or Unit/Service Outcomes that have been assessed in the year of this Annual Review.
3. Assessment Results.
4. Changes that have been made as a result of the assessment results.

# 4. Action Plan

Based on findings in Parts 1-3, develop an action plan for your program or unit from now until your next Comprehensive Review date.   Be sure to focus on areas to improve identified in ARPD data, student learning or unit/service outcomes, results of survey data, and other data used to assess your program or unit.  This plan should guide your program/unit through to the next program/unit review cycle and must detail measurable outcomes, benchmarks and timelines. Include an analysis of progress in achieving planned improvements.

\* CTE programs must include specific action plans for any Perkins Core Indicator for which the program did not meet the performance level.

Specify how the action plan aligns with the College’s Mission and Strategic Plan.

Discuss how these recommendations for improvement or actions will guide your program or unit until the next Comprehensive Review.  Be sure to list resources that will be required, if any, in section 5 below.

\*The action plan may be amended based on new initiatives, updated data, or unforeseen external factors.

# 5. Resource Implications

Detail any resource requests, including reallocation of existing resources (physical, human, financial)

**☐ I am NOT requesting additional resources for my program/unit.**