

Program Review Report - Administrative Services

Year :

Program :

Program Information

Program Review Authors (include names and campus locations):

Program Director's Signature:

Date:

Vice President's Signature:

Date:

Primary Function:

State briefly how the program functions support the college mission.

State briefly program highlights/accomplishments:

Critical Reflection of Assessment Activities

Assessment Data

2.0 Administrative Area Outcomes

Administrative Area Outcomes are clear and concise statements about the impact of the work performed by your program. They include events that occur outside of the classroom that complement academic programs and enhance the overall educational experience of students.

Here are examples from a marketing, information technology, and institutional research program:

"The community is informed about opportunities available to them...."

"Faculty are provided with the resources necessary to effectively deliver online courses..."

"Administrators will have the data they need to effectively schedule classes and"

List your Administrative Area Outcomes:

- 1.
- 2.
- 3.
- 4.

Assessment Plan and Results.

Provide an explanation of how you evaluated your Administration Area Outcomes last year. Describe the results of these evaluations. If your admin area outcomes and assessment schedules have been updated or changed in the last year, explain in detail how the assessment outcome(s) will be measured moving forward.

Describe any improvements that you plan to make this year as a result of these assessments. Be sure to include these actions in the planning section.

**Evaluation of
Previous Plans**

3.1 Describe plans/actions identified in the last program review and their current status. What measurable outcomes were achieved due to actions completed? Include the impact of completed and uncompleted plans.

Action plans may encompass several years; an update on the current status, or whether the plan was discarded and why.

Number	Program Plans	Current Status	Describe Impact of Action

3.2 Describe how resources provided in support of the plan(s) contributed to program improvement:

Planning

4.1 Program Plans

Based on data analysis, student learning outcomes and program indicators, assessment and review, and your critical reflections, describe the actions to be taken for the next academic year in order of importance (from #1 at the top = highest priority and down from there).

Please be specific. This section and section 6 should include a detailed justification so that the resource prioritization committees understand your needs and their importance. Plans should be actionable, measurable and not just resource requests.

#	Program Plans	Related Institutional Planning Goals	Relationship to Previous Assessment	Expected Impact on Program/Student Learning	Resources Needed

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The vision for success goals are institutional planning priorities for the next several years. Please comment on how your area is planning to address the following during this academic year:

1. Increase the number of completers (including AA-T degrees, AA/AS degrees, and certificates)
2. Decrease the number of average total units a student must take to complete (For example, a discussion of Guided Pathways work in your area might be appropriate here, or larger efforts your area is undertaking to decrease total units to completion)
3. Equity (What is your area doing to promote equity across student groups?)
4. Increase the number of students finding living-wage work in a related field of study (CE areas only need to complete this section)

Resource Requests

5.0 Planning Related, Operational, and Personnel Resource Requests. If required by law, mandate or ACCJC accreditation, please explain.

Requests must be accompanied by an action plan in the previous section.

Requests should include estimated costs. Submit a support ticket if you do not know the estimated costs.

If you are requesting personnel resources, you must also include the 'Request for Faculty or Staffing' forms, located at <https://www.redwoods.edu/program-review/>

Submit one form for each request.

Action #	Request	Type of Request	Amount	Annual Costs	Consultation	Contact Name/Email/Phone
1						

2						
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Provide any constructive feedback about how this template or datasets could be improved.

How much do you agree with the following statements?

This year's program review was valuable in planning for the ongoing improvement of my program.

Analysis of the program review data was useful in assessing my program.

PRC Response

Section 1: Program Information

Section 2: Data Analysis

Section 3: Critical Reflection of Assessment Activities

Section 4: Evaluation of Previous Plans

Section 5: Planning