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|  | **PROGRAM REVIEW & PLANNING**  **INSTRUCTIONS**  **Revised: 12/2014**  **Instruction, Learning Support Centers, and Student Services** |

*The Program Review process should serve as a mechanism for the assessment of performance that recognizes and acknowledges good performance and academic excellence, improves the quality of instruction and services, updates programs and services, and fosters self-renewal and self-study. Further, it should provide for the identification of weak performance and assist programs in achieving needed improvement. Finally, program review should be seen as a component of campus planning that will not only lead to better utilization of existing resources, but also lead to increased quality of instruction and service. A major function of program review should be to monitor and pursue the congruence between the goals and priorities of the college and the actual practices in the program or service.*

~Academic Senate for California Community Colleges

**Instructions**

Program Review reports are due annually on March 25 for every college program (unit) in Instruction, Student Services, and Learning Support Centers. The date is aligned with CSM’s *Integrated Planning Calendar*.

All program review reports are to be completed using the online submission form, here:

<https://www2.collegeofsanmateo.edu/programreviewapp/>

The online submission form contains links to resources for supporting documentation.

Visit the Program Review website <http://collegeofsanmateo.edu/programreview/> for Word versions of Program Review, for drafting or other purposes, pertinent data, previous program review submissions, and other useful information. Find below a representative list of key institutional documents and resources.

**Resources for Supporting Documentation:**

***College Mission and Diversity Statements***

***Institutional Priorities, 2013/14-2015/16***

***5 in 5 College Strategies, Spring 2011***

[***http://collegeofsanmateo.edu/prie/planningdocs.asp***](http://collegeofsanmateo.edu/prie/planningdocs.asp)

***College of San Mateo Educational Master Plan: Information Update, 2012  (EMP Update)***

[**http://collegeofsanmateo.edu/prie/emp.asp**](http://collegeofsanmateo.edu/prie/emp.asp)

***College of San Mateo Educational Master Plan, 2008 (EMP)***

[**http://collegeofsanmateo.edu/prie/emp.asp**](http://collegeofsanmateo.edu/prie/emp.asp)

***College Index, 2008/9-2013/14***

[***http://collegeofsanmateo.edu/institutionalresearch/collegeindex.asp***](http://collegeofsanmateo.edu/institutionalresearch/collegeindex.asp)

**Quantitative and qualitative data informing *Additional Factors* and other areas of the program review**

[**http://collegeofsanmateo.edu/institutionalresearch**](http://collegeofsanmateo.edu/institutionalresearch)**/**

**Student Services**

[**http://collegeofsanmateo.edu/programreview/studentservices.asp**](http://collegeofsanmateo.edu/programreview/studentservices.asp)

**Career and Technical Education**

[**http://collegeofsanmateo.edu/institutionalresearch/externalcommunity.asp**](http://collegeofsanmateo.edu/institutionalresearch/externalcommunity.asp)

**Distance Education**

[**http://collegeofsanmateo.edu/programreview/distanceeducation.asp**](http://collegeofsanmateo.edu/programreview/distanceeducation.asp)