

LEARNING SUPPORT CENTERS PROGRAM REVIEW

Program Name: Enter Program Name
Center Contact:

Academic Year: 201X- 201X
Program Review Submission Date: Enter Date

I. Description of Center

Provide a brief description of the program and how it supports the college's [College Mission and Diversity Statements](#), Institutional Priorities, 2013/14-2015/16, [5 in 5 College Strategies, Spring 2011](#), and other [institutional planning documents](#) as appropriate.

II. Student Learning and Center Data

A. Discuss Student Learning Outcomes Assessment

Reflect on recent SLO assessment results for the program and any courses offered by the program.

[Click here to enter SLO assessment narrative](#)

B. Center Usage Indicators

1. Review center usage and discuss any differences across demographic variables. Refer to [Planning, Research and Institutional Effectiveness \(PRIE\) reports](#), SARS records, and other data sources as appropriate.

[Click here to enter discussion of student usage](#)

2. Discuss any differences in student usage of center across modes of delivery. If applicable, refer to [Delivery Mode Course Comparison](#).

C. Center Efficiency. Is the center efficient in meeting student needs?

Discuss center efficiency, including staffing, hours of operation, tutorial and other services, space utilization, equipment, or technology as appropriate.

III. Additional Factors

Discuss additional factors as applicable that impact the center, including changes in student populations, state-wide initiatives, transfer requirements, advisory committee recommendations, legal mandates, workforce development and employment opportunities, community needs. See [Institutional Research](#) as needed.

[Click here to enter additional factors narrative](#)

IV. Planning

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A. Results of Plans and Actions

Describe results, including measurable outcomes, from plans and actions in recent program reviews.

[Click here to enter descriptive narrative](#)

B. Center Vision

What is the center's *vision* for sustaining and improving student learning and success over the next three years? Make connections to the [College Mission and Diversity Statements](#), Institutional Priorities, 2013/14-2015/16, and other [institutional planning documents](#) as appropriate. Address discussion in Section II. Student Learning and Program Data: SLO assessment results and trends in student usage indicators.

[**Note:** Specific plans to be implemented in the *next year* should be entered in Section V.C.]

[Click here to enter program vision narrative](#)

1. To guide future faculty and staff development initiatives, describe the professional enrichment activities that would be most effective in carrying out the program's vision to improve student learning and success.
2. To guide future collaboration across student services, learning support centers, and instructional programs, describe the interactions that would help the program to improve student success.
3. To guide the [Institutional Planning Committee](#) (IPC) in long-range planning, identify any major changes in resource needs anticipated during the next three years. Examples: faculty retirements, equipment obsolescence, space allocation.

Leave sections blank if no major changes are anticipated.

Equipment and Technology:

Instructional Materials:

Classified Staff:

Student Assistant:

Facilities:

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C. Program Plans and Actions to Improve Student Success

Prioritize the plans to be carried out next year to sustain and improve student success. Briefly describe each plan and how it supports the Institutional Priorities, 2013/14-2015/16. For each plan, list actions and measurable outcomes. (Plans may extend beyond a single year.)

Plan 1

Title: _____

Description _____

Action(s)	Completion Date	Measurable Outcome(s)

Plan 2

Title: _____

Description _____

Action(s)	Completion Date	Measurable Outcome(s)

For additional plans, cut/paste from above and insert here. Or add an additional page. Number your additional plans accordingly.

V. Resource Requests

A. Itemized Resource Requests

List the resources needed for ongoing program operation.

Equipment and Technology

	Cost

Instructional Materials

	Cost

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Classified Staff

	Cost

Student Assistant

	Cost

Facilities

For immediate or routine facilities requests, submit a [CSM Facility Project Request Form](#).

	Cost

VI. Program Maintenance

A. Course Outline Updates

Review the [course outline update record](#). List the courses that will be updated in the next academic year. For each course that will be updated, provide a faculty contact and the planned submission month. See the [Committee on Instruction website](#) for [course submission instructions](#). Contact your division's [COI representatives](#) if you have questions about submission deadlines.

Courses to be updated	Faculty contact	Submission month
Tab to add rows		

B. Website Review

Review the program's website(s) annually and update as needed.

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Faculty contact(s)	Date of next review/update
	Tab to add rows

C. SLO Assessment

Faculty contact(s)	Date of next review/update
	Tab to add rows