

STUDENT SERVICES PROGRAM REVIEW SPRING 2015 CYCLE

Program Name: Enter Program Name
Program Contact: Enter Name

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

I. Description of Program

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.

[Click here to enter program description](#)

II. Summary of Student and Program Data

A. Student Learning Outcomes Assessment

1. Reflect on recent SLO assessment results for the department/unit. Identify trends and discuss areas in need of improvement.
2. Describe any additional methods used to assess program SLOs and reflect on the results of those assessments.
3. Examine the program to GE alignment. Which GE SLOs are supported or reinforced by the department/unit SLOs. What do the assessment results for the department/unit/ SLOs reveal about student attainment of the GE SLOs?

B. Student Support Indicators

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

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

2. Discuss any differences in student program usage across modes of service delivery.

[Click here to enter instructional mode narrative](#)

C. Program Efficiency Indicators. Do we deliver programs efficiently given our resources?

Summarize trends in program efficiency. Discuss no-shows, group vs. individual delivery, etc.

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

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III. Additional Factors

Discuss additional factors that impact the program, including, as applicable, 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

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. Program Vision

What is the program'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 success 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 success.

[Click here to enter professional enrichment narrative](#)

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.

[Click here to enter professional enrichment narrative](#)

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3. To guide the [Institutional Planning and Budgeting Committee](#) (IPBC) 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 items blank if no major changes are anticipated.

Faculty: [Click here to enter long range planning: Faculty narrative](#)

Equipment and Technology: [Click here to enter long-range planning: Equipment and Technology narrative](#)

Instructional Materials: [Click here to enter long-range planning: Instructional Materials narrative](#)

Classified Staff: [Click here to enter long-range planning: Classified Staff narrative](#)

Facilities: [Click here to enter long-range planning: Facilities narrative](#)

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:

[Click here to enter title](#)

Description

[Click here to enter plan description](#)

| Action(s) | Completion Date | Measurable Outcome(s) |
|--|--|--|
| Click here to enter action | Choose Year or Semester/Year | Click here to enter measurable outcome |
| Click here to enter action | Choose Year or Semester/Year | Click here to enter measurable outcome |
| Click here to enter action | Choose Year or Semester/Year | Click here to enter measurable outcome |

Plan 2

Title:

[Click here to enter title](#)

Description

[Click here to enter plan description](#)

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| Action(s) | Completion Date | Measurable Outcome(s) |
|----------------------------|------------------------------|--|
| Click here to enter action | Choose Year or Semester/Year | Click here to enter measurable outcome |
| Click here to enter action | Choose Year or Semester/Year | Click here to enter measurable outcome |
| Click here to enter action | Choose Year or Semester/Year | Click here to enter measurable outcome |

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.

Faculty

| Full-time faculty requests (identify specialty if applicable) | Number of positions |
|---|---------------------|
| | |

Complete [Full-Time Faculty Position Request Form](#)

Equipment and Technology

| | Cost |
|--|------|
| | |
| | |
| | |

Instructional Materials

| | Cost |
|--|------|
| | |
| | |
| | |

Classified Staff

| | Cost |
|--|------|
| | |
| | |
| | |

Facilities

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

| | |
|--|------|
| | Cost |
| | |
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| VI. Program Maintenance |
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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.

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

C. SLO Assessment

| Faculty contact(s) | Date of next review/update |
|--------------------|----------------------------|
| | |
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