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|  | **PROGRAM REVIEW & PLANNING**  **INSTRUCTIONS**  **Revised: 11/21/2012**  **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**

As of the Spring 2013 submission cycle, Program Review and Planning reports are due annually on March 25 for every college unit, including Student Services, Instruction, and Learning Support Centers. The date is aligned with CSM’s *Integrated Planning Calendar*.

Where possible the Program Review and Planning Reports contain links to Resources for Supporting Documentation.

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

Upon its completion, please email the *Program Review and Planning* report to the following people:

James Carranza, Academic Senate President, [carranza@smccd.edu](mailto:carranza@smccd.edu)

Susan Estes, Vice President of Instruction, [estes@smccd.edu](mailto:estes@smccd.edu)

Jennifer Hughes, Vice President of Student Services, [hughesj@smccd.edu](mailto:hughesj@smccd.edu)

John Sewart, Dean (PRIE), [sewart@smccd.edu](mailto:sewart@smccd.edu)

**Resources for Supporting Documentation:**

***College Mission and Diversity Statements***

***Institutional Priorities, 2008-2013***

***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, 2008/9-2012/13***

[***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)