Program Name: Enter Program Name Academic Year: 201X- 201X

Center Contact: Enter Name 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](http://collegeofsanmateo.edu/statements/), [Institutional Priorities, 2008-2013](http://collegeofsanmateo.edu/prie/planningdocs.asp), [5 in 5 College Strategies, Spring 2011](http://collegeofsanmateo.edu/prie/planningdocs.asp), and other [institutional planning documents](http://collegeofsanmateo.edu/prie/planningdocs.asp) as appropriate.

Click here to enter program description

|  |
| --- |
| **II. Summary of Student and Center Data**  |

1. *Student Learning Outcomes Assessment*

Summarize recent SLO assessments, identify trends, and discuss areas in need of improvement.

Click here to enter SLO assessment narrative

1. *Center Usage Indicators*
2. Review center usage and discuss any differences across demographic variables. Refer to [Planning, Research and Institutional Effectiveness (PRIE) reports](http://collegeofsanmateo.edu/programreview/learningsupport.asp), SARS records, and other data sources as appropriate.

Click here to enter discussion of student usage

1. Discuss any differences in student usage of center across modes of delivery. If applicable, refer to  [Delivery Mode Course Comparison](http://collegeofsanmateo.edu/programreview/distanceeducation.asp).

Click here to enter instructional mode narrative

1. *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.

Click here to enter center efficiency narrative

1. *Course Outline Updates (if applicable)*

Review the [course outline update record](http://collegeofsanmateo.edu/articulation/outlines.asp)**.** 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](http://collegeofsanmateo.edu/committeeoninstruction/) for [course submission instructions](http://collegeofsanmateo.edu/committeeoninstruction/coursesubmission.asp). Contact your division’s [COI representatives](http://collegeofsanmateo.edu/committeeoninstruction/members.asp) if you have questions about submission deadlines. Career and Technical Education courses must be updated every two years.

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

1. *Website Review*

Review the center’s website(s) annually and update as needed.

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

|  |
| --- |
| **III. Student Learning Outcomes Scheduling and Alignment** |

1. *Course SLO Assessment (if applicable)*

Explain any recent or projected modifications to the Course SLO assessment process or schedule.

Click here to enter SLO assessment narrative

1. *Center SLO Assessment*

Explain any recent or projected modifications to the Center SLO assessment process or schedule.

Click here to enter program assessment narrative

1. *SLO Alignment (as applicable)*

Discuss how Center SLOs support Program SLOs. Discuss how Course and/or Center SLOs support Institutional/GE SLOs. Refer to [TracDat](https://sanmateo.tracdat.com/tracdat/) related program and institutional SLOs reports.

Click here to enter discussion

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| --- |
| **IV. 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](http://collegeofsanmateo.edu/institutionalresearch) as needed.

Click here to enter additional factors narrative

|  |
| --- |
| **V. Institutional Planning** |

[*Note*: For centers that serve a single department, a portion of the information included in a departmental program review may be referred to or inserted here.]

1. *Results of Plans and Actions*

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

Click here to enter descriptive narrative

1. *Center Vision*

What is the program’s vision for sustaining and improving student learning and success during the *next six years*? Make connections to the [College Mission and Diversity Statements](http://collegeofsanmateo.edu/statements/), [Institutional Priorities, 2008-2013](http://collegeofsanmateo.edu/prie/planningdocs.asp), and other [institutional planning documents](http://collegeofsanmateo.edu/prie/planningdocs.asp) as appropriate. Address trends in the SLO assessment results and student usage and data noted in Section II. Summary of Student and Program Data.

[*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.

Click here to enter professional enrichment narrative

1. 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 narrative describing collaboration

1. To guide the [Institutional Planning Committee](http://collegeofsanmateo.edu/institutionalcommittees/ipc.asp) (IPC) in long-range planning, discuss any major changes in resource needs anticipated in the *next six years*. Examples: faculty retirements, equipment obsolescence, space allocation. Leave sections blank if no major changes are anticipated. Specific resource requests for the next academic year should be itemized in Section VI.A below.

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 assistant narrative

Student Assistant: Click here to enter long-range planning: Student Assistant staff narrative

Facilities: Click here to enter long-range planning: Facilities narrative

1. *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, 2008-2013](http://collegeofsanmateo.edu/prie/institutionalpriorities.asp). For each plan, list actions and measurable outcomes*.*

**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 |

|  |  |  |
| --- | --- | --- |
| 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.

*[Note: Itemize in Section VI.A. Any additional resources required to implement plans.]*

|  |
| --- |
| **VI. Resource Requests**  |

1. *Itemized Resource Requests*

List the resources needed for ongoing program operation and to implement the plans listed above.

Equipment and Technology

|  |  |
| --- | --- |
| Description (for ongoing program operation) | Cost |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Description (for prioritized plans) |  Plan #(s) | Cost |
|  |  |  |
|  |  |  |
|  |  |  |

Instructional Materials

|  |  |
| --- | --- |
| Description (for ongoing program operation) | Cost |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Description (for prioritized plans) |  Plan #(s) | Cost |
|  |  |  |
|  |  |  |
|  |  |  |

Classified Staff

|  |  |
| --- | --- |
| Description (for ongoing program operation) | Cost |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Description (for prioritized plans) |  Plan #(s) | Cost |
|  |  |  |
|  |  |  |
|  |  |  |

Student Assistant

|  |  |
| --- | --- |
| Description (for ongoing program operation) | Cost |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Description (for prioritized plans) |  Plan #(s) | Cost |
|  |  |  |
|  |  |  |
|  |  |  |

Facilities

For immediate or routine facilities requests, submit a [CSM Facility Project Request Form](http://collegeofsanmateo.edu/forms/docs/SMCCCDFacilityProjectRequestForm.pdf).

|  |  |  |
| --- | --- | --- |
| Description (for prioritized plans) |  Plan #(s) | Cost |
|  |  |  |
|  |  |  |
|  |  |  |

1. *Cost for Prioritized Plans*

Use the resources costs from Section VI.A. above to provide the total cost for each plan.

|  |  |  |
| --- | --- | --- |
| Plan # | Plan Title | Total Cost |
| 1 |  |  |
| 2 |  |  |
|  | For additional plans, add rows and number accordingly. |  |