



PROGRAM REVIEW FORM INSTITUTIONAL PLANNING PROCESS

Name of Program:	Program Review Years (mark one): (e.g., if your program review is due 04/05, you would mark 2005/06 thru 2009/10.) <input type="checkbox"/> (2004/05 thru 2008/09) <input type="checkbox"/> (2006/07 thru 2010/11) <input type="checkbox"/> (2005/06 thru 2009/10) <input type="checkbox"/> (2007/08 thru 2011/12)
Name of Program's Unit:	Date of Completion:

BACKGROUND: This form is for **PROGRAM REVIEW**. Program review is a process in which a Planning Team conducts a comprehensive evaluation of the program to identify and document the program's strengths, weaknesses, opportunities, challenges, and performance. Second, the team evaluates the program's performance and attainment of its mission, makes recommendations, and presents data to document and support its conclusions. Lastly, based on the team's recommendations, it creates goals and objectives for five years, indicates how goals will be evaluated, indicates whether other programs/units/areas will be impacted, and specifies what existing and new resources will be used to improve the program's mission and performance, which will ultimately further the mission of the college

HOW TO DEVELOP A PROGRAM PLAN AND COMPLETE THIS FORM: Review Chapter 2 Section A or B whichever is applicable to you. Use Section A if you have not completed program review and Section B if you have completed program review. Complete each section of this form. Type your responses underneath the "Type text below" line. Note that each section will expand automatically as you type in the section.

COMMUNICATION OF THE PROGRAM REVIEW PLAN: Once you complete your program review plan you must distribute copies of the plan to the members of your Planning Team and to the members of the program who were not involved in the development of the plan. **This step is very important and should not be overlooked.**

WHERE TO SUBMIT THE PLAN: Submit a copy of your completed plan to your unit manager and to the Institutional Planning and Research Office (C-241).

SECTION I. PROGRAM'S MISSION STATEMENT:

What is the program's mission? What is the program's purpose? What does it intend to accomplish? How does the program's mission statement relate to and support the college's mission statement?

Type text below:

SECTION II: PROGRAM'S CHARACTERISTICS, PERFORMANCE, AND TRENDS:

Present the data that documents the program's characteristics (activities), performance, and significant trends. Data should cover at least the past five years. Address any significant trends in your data. If you do not have data for the past five years, indicate the data for the years that you do have.

Type text below:

SECTION III. PROGRAM'S STRENGTHS AND WEAKNESSES: Indicate the program's internal strengths and weaknesses. Has the program been growing, stable or shrinking? Include data that relates to the quality of the program. Example of issues in this block might be staffing, customer satisfaction, up-to-date technology, or community support. Consider the program's resources. Are they adequate?

Type text below:

SECTION IV. PROGRAM'S OPPORTUNITIES AND CHALLENGES:

Indicate the program's external opportunities and challenges that affect the quality of the program (e.g., rapid growth in employment opportunities, competition from other programs or companies, automation etc.). Consider recommendations from advisory boards or Accreditation. Does the program meet the Accreditation standards under which it functions?

Type text below:

SECTION V. PROGRAM'S RECOMMENDATIONS (EVALUATION):

Based upon an analysis of the data available and an objective evaluation of the information you have presented, provide your recommendations for the program. The analysis should address the question: How "healthy" is the program and what, if anything, should be done to improve its performance? For example, should the program be maintained as it is, expanded, reduced, or discontinued? Explain the reasoning behind each recommendation.

Type text below:

SECTION VI. PROGRAM'S RECOMMENDATIONS (INTERACTIONS):

Based on the recommendations you made in Section V. Indicate any impact on other programs, units, or areas that would result if the recommendations were implemented. Be certain to inform the other programs, units, or areas of the possible impact you identified.

Type text below:

SECTION VII. PROGRAM RECOMMENDATIONS (PLANNING IMPACT):

Based on the recommendations you made in Section V, indicate items that merit further examination at another planning level, in the next planning cycle, or by other programs as they conduct their own planning.

Type text below:

SECTION VIII. PROGRAM'S 3-5 YEAR STRATEGIC DIRECTIONS:

Describe where the program is heading over the next 3-5 years. What significant changes will the program make over the next 3-5 years? How will the changes impact the direction the program?

Type text below:

SECTION IX:

PROGRAM GOALS, EVALUATION OF GOALS, OBJECTIVES, IMPACT, AND RESOURCES

GENERAL DIRECTIONS:

Using the information you have presented in the previous sections, create goals and objectives. Goals need to support the program's mission and the college's mission, strategic directions, and annual goals. For each goal, indicate whether it is short-term (1 year) or long-term (2-5 years) and the rank order, with the most important being number "1." Present objectives in priority order with the most important being number "1." Make sure you number each goal and objective. For example, your second goal would be "Goal #2" and your first and second objectives would be "Objective #2.1" and "Objective #2.2," respectively.

WHAT TO DO BEFORE YOU BEGIN:

1. Determine the number of goals and objectives.
2. Highlight the goal, evaluation, objective, impact of objective, and resource boxes that follow the goal. **Note that the goal and evaluation of goal boxes are linked.** In other words, if you highlight and copy the goal box, you will also need to highlight and copy the evaluation of goal box. This is done to help you copy both boxes, since copying an additional goal box will also require you to copy an evaluation of the goal box. The same applies to the objective, impact of objective, and resource boxes. You will need to highlight and copy the objective, impact of objective, and resource boxes together because they are linked.
3. Copy the highlighted boxes, and then paste the boxes after the "additional facilities or space" resource box as many times as you have goals. Do this before you begin typing, or you will need to delete the duplicated text from each box that you copied.
4. Determine the priority order of each goal and objective.
5. To number your goals, click right after the "#" sign in the goal box and type the number of the goal, then delete the "1." Do the same to number your objectives. Note that each text area will automatically expand as you type in the section.

WHAT TO DO IF YOU HAVE MORE THAN ONE OBJECTIVE FOR A GOAL:

1. Determine the number of objectives.
2. Highlight the objective, impact of objective, and resource boxes that follow the evaluation box of the goal. Note that the objective, impact of objective, and resources boxes are linked.
3. Copy the highlighted boxes, and then paste the boxes after the evaluation box of the goal as many times as you have objectives. Do this before you begin typing, or you will need to delete the duplicated text from each box that you copied.
4. Determine the priority order of the objectives.

GOAL #1

Indicate a general statement of something the program wants to accomplish.

What type of goal is it (mark one)? [] Short-term goal (1 year) [] Long-term goal (2-5 years)

What is the rank order of the goal? ____

Indicate goal here:

EVALUATION:

Describe how you will evaluate the success or accomplishment of the goal. What will have changed in the program? What will be different in the program as a result of accomplishing the goal?

Explain how you will evaluate the goal here:

OBJECTIVE # 1:1

Describe the specific step necessary to accomplish the goal.

Indicate objective here:

IMPACT OBJECTIVE MAY HAVE ON OTHER COLLEGE PROGRAMS OR UNITS:

Indicate any impacts that the planned objective may have on another college program or unit.

Explain impact here:

EXISTING RESOURCES:

Indicate existing resources that will be used to carry out this objective. Indicate "N/A" if this does not apply to your objective.

Estimated Cost of Resources: \$
Description of Resources:**RESOURCES FROM OTHER SOURCES:**

List funds from PFE, matriculation, VTEA, grants, etc. Explain any difference between the amount needed to complete the objective and the amount requested or received from another funding source.

Requested Amount: \$
Amount Received: \$
Explain difference between the amounts:**RESOURCES NEEDED: Additional Personnel**Position Description:
Estimated Cost: \$
Supporting Rationale:**RESOURCES NEEDED: Additional Budget**Object Code:
Description:
Requested Amount: \$
Supporting Rationale:**RESOURCES NEEDED: Additional Technology**

Contact the appropriate service provider (MIS, Media Services, and/or Computing Services) for a cost estimate before submitting your plan. Indicate "N/A" if this does not apply.

Description of Technology:

Requested Amount: \$

Please answer the following:

1. What do you want to do or accomplish with this technology?

2. Where is the physical location that the technology will be installed (room number is preferred)?

3. Is this replacing an existing piece of equipment or is it a new installation?

4. Mark ("X") each service that you will need if the technology is provided.

[] electricity [] Internet access [] network access

[] software support [] hardware support

RESOURCES NEEDED: Additional Space or Changes to Facilities

Contact Facilities Services for a cost estimate before submitting your plan. Indicate "N/A" if this does not apply.

Description of Need:

Requested Amount: \$

Please answer the following:

1. What do you want to accomplish with this space or modification?

2. Where is the physical location of the space (a room number is preferred)?

3. Mark ("X") each service that you will need if the space is provided:

[] electricity [] special heat/air conditioning needs

[] waste disposal (sewer connection) [] water

OBJECTIVE # 2:1

Describe the specific step necessary to accomplish the goal.

Indicate objective here:

IMPACT OBJECTIVE MAY HAVE ON OTHER COLLEGE PROGRAMS OR UNITS:

Indicate any impacts that the planned objective may have on another college program or unit.

Explain impact here:

EXISTING RESOURCES:

Indicate existing resources that will be used to carry out this objective. Indicate "N/A" if this does not apply to your objective.

Estimated Cost of Resources: \$
Description of Resources:**RESOURCES FROM OTHER SOURCES:**

List funds from PFE, matriculation, VTEA, grants, etc. Explain any difference between the amount needed to complete the objective and the amount requested or received from another funding source.

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**SECTION X: SIGNATURES OF INDIVIDUALS WHO PARTICIPATED
IN DEVELOPING THIS PLAN**

By signing this section, I am acknowledging that I participated in the development of this plan.

1. Manager of the Unit: _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

By signing in this section, I am acknowledging that, while I was not involved in the development of the plan, I have reviewed it.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____