

**FALL 2022**

**Administrative Program Review**

**Annual Update Template**

**NOTE THAT ALL PROGRAM REVIEWS MUST BE SUBMITTED ONLINE VIA ONLINE SURVEY FORM.**

**THIS FORM IS PROVIDED FOR RESPONSE DRAFTING AND PLANNING PURPOSES ONLY.**

**EMAILS WITH THE LINK TO EACH SERVICE AREA’S ONLINE MODULE WILL BE PROVIDED IN FALL 2022.**

**IF YOU HAVE QUESTIONS ABOUT THE SURVEYMONKEY PROGRAM REVIEW MODULE, PLEASE CONTACT THE INSTITUTIONAL EFFECTIVENESS, SUCCESS, AND EQUITY OFFICE AT (619) 660-4380 brianna.hays@gcccd.edu.**

**Service Area Overview and Update**

1. Service Area for Review:

2. Lead Author:

3. Collaborator(s):

4. Manager(s):

5. Please summarize the changes, additions, and achievements have occurred in your service area since the last program review. *You can access Fall 2021 program reviews on the program review webpage.*

**Student Learning Outcome/Service Area Outcome Assessment and Student Success**

**If your service area does not yet have data that informs your planning, please contact** **Brianna.Hays@gcccd.edu****.**

**Data to Inform Service Area Annual Planning**

6. Administrative service areas collect data in many different ways. Please discuss the access, success and/or other data that your service area is using to inform its plans for the year and/or to evaluate its progress. This may include the number of students, employees, or community members served, survey results, or other reports prepared by the department and external organizations.

7. How has this data impacted the goals set in your Spring 2020 comprehensive program review ([link](https://www.cuyamaca.edu/about-cuyamaca-college/planning/spring-2020-program-reviews.php))?

*Please upload any supporting documentation related to this section. You can upload PDF, Word, and image files.*

8. Please describe the most significant or impactful ways your service area worked across the college to advance the college’s vision of equity, excellence and social justice through education over the past year?

9. What did your service area learn from the transition to remote operations over the past few years? How can this be used to improve the student experience and operational improvements in the future?

**Previous Goals: Update**

**For the goals you set in your last Comprehensive Program Review, please provide a status update, a summary of key action steps for the next year, and the results of these actions (if applicable). List previous goals as needed.**

Previous Goal 1:

Goal Status

[ ]  In Progress - will carry this goal forward into next year

[ ]  Completed

[ ]  Not Started

[ ]  Deleted

***If Deleted or Completed:***

Please describe the results or explain the reason for deletion/completion of the goal:

***If Continuing (Not Started or In Progress):***

Link to 2022-2028 College Strategic Goal (Which College Strategic Goals does this department goal most directly support?) (**C*heck only one***)

[ ]  Increase equitable access (enrollment)

[ ]  Eliminate equity gaps in course success (passing grade in class)

[ ]  Increase persistence eliminate equity gaps (re-enrolling the subsequent semester or year)

[ ]  Increase completion and eliminate equity gaps (graduating with a degree/certificate, or transferring)

[ ]  Increase hiring and retention of diverse employees to reflect the students and communities we serve

Action Steps for the Next Year: *If you are requesting resources in order to achieve this goal, please list them below as action steps and specific the type of request (e.g., submit technology request for new laptop computers).*

What resources, if any, are needed to achieve this goal? Please select all that apply. Note that links to request forms for each request are included below. All resource requests are due on the program review deadline.

[ ]  New faculty position [link to request form]

[ ]  New classified position [link to request form]

[ ]  Technology [link to request form]

[ ]  Facilities renovation [link to request form]

[ ]  Supplies, equipment, and/or furniture [link to request form]

[ ]  Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_ [link to request form]

(Repeated as needed)

**New Goals**

If your program is proposing any new goals ***for the remainder of your program review cycle (up to your next Comprehensive Program Review)***, please state the new goal(s), summarize key action steps for the next year, and describe your plan to evaluate the outcomes/results of these actions.

New Goal 1:

Link to 2022-2028 College Strategic Goal (Which College Strategic Goals does this department goal most directly support?) (**C*heck only one***)

[ ]  Increase equitable access (enrollment)

[ ]  Eliminate equity gaps in course success (passing grade in class)

[ ]  Increase persistence eliminate equity gaps (re-enrolling the subsequent semester or year)

[ ]  Increase completion and eliminate equity gaps (graduating with a degree/certificate, or transferring)

[ ]  Increase hiring and retention of diverse employees to reflect the students and communities we serve

Please describe how this goal advances the college strategic goal identified above.

Please indicate how this goal was informed by SLO assessment results, PLO assessment results, student achievement data, or other data:

Action Steps for the Next Year: *If you are requesting resources in order to achieve this goal, please list them below as action steps and specific the type of request (e.g., submit technology request for new laptop computers).*

How will this goal be evaluated?

What resources, if any, are needed to achieve this goal? Please select all that apply. Note that links to request forms for each request are included below. All resource requests are due on the program review deadline.

[ ]  New faculty position [link to request form]

[ ]  New classified position [link to request form]

[ ]  Technology [link to request form]

[ ]  Facilities renovation [link to request form]

[ ]  Supplies, equipment, and/or furniture [link to request form]

[ ]  Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_ [link to request form]

**RESOURCES NEEDED TO ACHIEVE PROGRAM GOALS**

**Administrator Resource Needs**

*Contact Person: Brianna Hays (**brianna.hays@gcccd.edu**)*

***Link to Administrative Position Request Form- “under construction”***

**Administrator Position Request 1:**

* Description
* This position is being requested to advance the following Program Goal(s):

**Administrator Position Request 2:**

* Description
* This position is being requested to advance the following Program Goal(s):

## **Classified Staff Resource Needs**

*Contact Person: Jessica Robinson* (jessica.robinson@gcccd.edu)

***Link to Classified Position Request Form- One form must be submitted for each request***

*Please submit an electronic Classified Position Request Form for each position your department is requesting. A copy of the request form is posted to the* [*Program Review webpage*](https://www.cuyamaca.edu/college-info/planning/program-review.aspx) *(under the Staffing Request Information menu) for planning purposes.*

**Technology Resource Needs**

*Contact Person: Jodi Reed (**jodi.reed@gcccd.edu**)*

***Link to Technology Request Form- One form must be submitted for each request***

**Supplies, Equipment & Other Resource Needs**

*Contact Person: Nicole Salgado (**nicole.salgado@gcccd.edu**)*

***Link to Supplies, Equipment & Other Resources Request Form-One form must be submitted for each request***

**Facilities Resource Needs**

*Contact Person:* Francisco Gonzales *(**francisco.gonzalez@gcccd.edu**)*

***Link to Facilities Request Form- one form must be submitted for each request***

**Have you completed all of the other sections of this program review?** ☐ Yes ☐ No