****

**Program Review and Planning**

**2017-2018 ANNUAL UPDATE**

**Administrative and Executive Services Areas**

**Service Area(s) Reviewed:** Click here to enter text.

**Lead Author and Collaborators:** Click here to enter text.

**Manager:** Click here to enter text.

1. **Service Area Update (Required)**

Please summarize the changes, additions, and achievements have occurred in your service area since the last program review annual update:

 Click here to enter text.

1. **Administrative Unit Outcomes Assessment Reflection (Required)**
2. Please provide a summary of your service area’s administrative unit outcome (AUO) assessment efforts and findings from 2016/17.

Click here to enter text.

1. How did (or will) your service area use its 2016/17 AUO assessment findings to improve its operations and/or the College’s organizational health?

Click here to enter text.

1. What are your service area’s assessment plans (i.e., which outcomes be assessed) for 2017/18?

Click here to enter text.

1. **Institutional Effectiveness Data (Optional)**

Cuyamaca College is committed to equity in student access and success, and the College has set goals for equity and improvement in student achievement. Consider how your service area will help the College reach these success and equity goals.

* 1. Please review any research data and/or reports for your service area and summarize the findings and implications for practice.

Click here to enter text.

* 1. How has the service area used the results of these studies to improve services to the campus and overall organizational health?

Click here to enter text.

1. **Previous Goals: Update (If Applicable)**

If you set goals you set in your last Comprehensive Program Review, please provide a status update, a summary of key action steps, and the results of these actions (if applicable).

**Goal 1:** Click here to enter text.

Link to [College Strategic Goal](http://www.cuyamaca.edu/college-info/about/files/strategic-plan/2016-2022-Strategic-Plan-Cuyamaca.pdf): ○ Acceleration ○ Guided Student Pathways

 ○ Student Validation and Engagement ○ Organizational Health

Rationale: Click here to enter text.

Action Steps (Previously “Activities”): Click here to enter text.

Status: ○ In Progress ○ Completed ○ Not Started ○ Deleted

Is the program requesting resources to achieve this goal? ○ Yes - *See Section VI* ○ No

Evaluation Plan/Results: Click here to enter text.

**Goal 2 (If Applicable):** Click here to enter text.

Link to [College Strategic Goal](http://www.cuyamaca.edu/college-info/about/files/strategic-plan/2016-2022-Strategic-Plan-Cuyamaca.pdf): ○ Acceleration ○ Guided Student Pathways

 ○ Student Validation and Engagement ○ Organizational Health

Rationale: Click here to enter text.

Action Steps (Previously “Activities”): Click here to enter text.

Status: ○ In Progress ○ Completed ○ Not Started ○ Deleted

Is the program requesting resources to achieve this goal? ○ Yes - *See Section VI* ○ No

Evaluation Plan/Results: Click here to enter text.

**Goal 3 (If Applicable):** Click here to enter text.

Link to [College Strategic Goal](http://www.cuyamaca.edu/college-info/about/files/strategic-plan/2016-2022-Strategic-Plan-Cuyamaca.pdf): ○ Acceleration ○ Guided Student Pathways

 ○ Student Validation and Engagement ○ Organizational Health

Rationale: Click here to enter text.

Action Steps (Previously “Activities”): Click here to enter text.

Status: ○ In Progress ○ Completed ○ Not Started ○ Deleted

Is the program requesting resources to achieve this goal? ○ Yes - *See Section VI* ○ No

Evaluation Plan/Results: Click here to enter text.

**Goal 4 (If Applicable):** Click here to enter text.

Link to [College Strategic Goal](http://www.cuyamaca.edu/college-info/about/files/strategic-plan/2016-2022-Strategic-Plan-Cuyamaca.pdf): ○ Acceleration ○ Guided Student Pathways

 ○ Student Validation and Engagement ○ Organizational Health

Rationale: Click here to enter text.

Action Steps (Previously “Activities”): Click here to enter text.

Status: ○ In Progress ○ Completed ○ Not Started ○ Deleted

Is the program requesting resources to achieve this goal? ○ Yes - *See Section VI* ○ No

Evaluation Plan/Results: Click here to enter text.Click here to enter text.

1. **New Goals (If Applicable)**

If your service area is proposing any new goals that were not addressed in your last Comprehensive Program Review or previous program review update, please state the new goal(s), summarize key action steps, and describe your plan to evaluate the outcomes/results of these actions.

**New Goal 1:** Click here to enter text.

Link to [College Strategic Goal](http://www.cuyamaca.edu/college-info/about/files/strategic-plan/2016-2022-Strategic-Plan-Cuyamaca.pdf): ○ Acceleration ○ Guided Student Pathways

 ○ Student Validation and Engagement ○ Organizational Health

Rationale: Click here to enter text.

Action Steps (Previously “Activities”): Click here to enter text.

Is the program requesting resources to achieve this goal? ○ Yes - *See Section VI* ○ No

Evaluation Plan: Click here to enter text.

**New Goal 2:** Click here to enter text.

Link to [College Strategic Goal](http://www.cuyamaca.edu/college-info/about/files/strategic-plan/2016-2022-Strategic-Plan-Cuyamaca.pdf): ○ Acceleration ○ Guided Student Pathways

 ○ Student Validation and Engagement ○ Organizational Health

Rationale: Click here to enter text.

Action Steps (Previously “Activities”): Click here to enter text.

Is the program requesting resources to achieve this goal? ○ Yes - *See Section VI* ○ No

Evaluation Plan: achieve this goal? ○ Yes ○ No

Evaluation Plan: Click here to enter text.

1. **Resource Requests (If Applicable)**

**Faculty Position Requests**

*For faculty position requests, please complete the* [***Faculty Position Request Form***](https://cuyamaca.edu/college-info/planning/files/Program-review-files/Staffing-Request-Form-Files/FacultyPositionRequestFormRevised10-23-17.docx)***.***

Description: Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

Related Service Area Goal: Click here to enter text.

**Classified Staff Position Requests**

*For classified position requests, please complete the* ***Classified Staff Position Request Form.***

Description: Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

Related Service Area Goal: Click here to enter text.

**Technology Requests**

*For technology requests, please complete the* [***Program Review and Planning Computing and Technology Request Form***](https://cuyamaca.edu/college-info/planning/files/Program-review-files/PROtherRequestForms/files/Program-review-files/PROtherRequestForms/Program-Review-Technology-Request-Form%20.pdf)***.***

Description: Click here to enter text.

○ One Time ○ On-going

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

○ One Time ○ On-going

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

○ One Time ○ On-going

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

**Perkins Requests:**

*For Perkins requests, please complete the* [***Perkins Request Form***](https://www.cuyamaca.edu/college-info/planning/files/Program-review-files/PROtherRequestForms/funding-request-form-perkins.xlsx)***.***

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

**Supplies/Equipment Requests:**

*Supplies and equipment requests will be considered on a one-time funding basis.*

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

**Facilities Requests:**

*For facilities requests, please complete the* [***Facilities Request Form***](https://cuyamaca.edu/college-info/planning/files/Program-review-files/PROtherRequestForms/files/Program-review-files/PROtherRequestForms/Facilites-Request-Form.docx)***.***

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

**Professional Development and Other Resource Requests:**

*Professional development and other resource requests will be considered on a one-time funding basis.*

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.

Description: Click here to enter text.

Amount Requested $ Click here to enter text.

Related Service Area Goal: Click here to enter text.