

**Fall 2023**

**Administrative Areas**

***Comprehensive* Program Review Template**

**FINAL**

**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 2023.**

**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.**

**Administrative Area Overview and Update**

1. Department(s) Reviewed:
2. Lead Author:
3. Collaborators {list any person that participated in the preparation of this report}:

4. Manager:

5. InitialCollaboration Date with Manager: Date your service area met with your dean or manager to discuss your vision, goals, and resource needs/requests [MM/DD/YYYY]

**Service Area Reflection and Description**

6. Provide your service area’s mission statement. If your service area does not have a mission statement, what is your timeline for creating a mission statement?

7. Is the service area description in the current college catalog up to date and accurate?

☐ Yes ☐ No: What steps will you take to revise the college catalog description?

8. Describe how your service area advances the [College's new vision of equity, excellence, and social justice through education?](https://www.cuyamaca.edu/about-cuyamaca-college/our-vision-mission-and-values/index.php) How does the service area reflect the College’s mission and values?

**Key Performance Indicator Data Analysis**

Please describe and discuss the data your service area collects and analyzes to assess impact, efficiency, and/or effectiveness of operations and services provided. If your service area does not yet collect or analyze key performance indicator (KPI) data, please contact [Brianna.Hays@gcccd.edu](mailto:Brianna.Hays@gcccd.edu).

9. Administrative areas collect data in many different ways. This may include the number of students, employees, or community members served, survey results, number of projects completed, number of square feet maintained, or other data collected by the department. Please provide a summary of the kinds of data your service area uses to assess performance.

10. What do these data imply about the progress made on goals set in your previous comprehensive program review ([link](https://www.cuyamaca.edu/about-cuyamaca-college/planning/spring-2020-program-reviews.php))?

11. How will these data inform goals, action steps, or other changes in the department over the next four years?

12. Over the next 4 years, how will your service area apply an equity-minded approach to its work?

13. Please describe the most significant or impactful ways your service area has worked across the college to advance the college’s vision over the past four years.

**Strengths, Challenges & External Influences**

Consider your service area’s strengths, challenges, areas for improvement, and internal and external factors impacting services in your department.

14. Please describe your service area strengths.

15. Please describe your service area challenges.

16. Please describe external influences that affect your service area (both positively and negatively).

17. Given these factors, what opportunities exist for the service area to advance the College’s goals in the next 4 years?

## Previous Goals:

**For each of your program’s goals (as noted in your Fall 2022 program review annual update), please provide a goal status update and, if applicable, the results of these actions. For a list of active goals as of Fall 2022, visit the program review website to access the Previously Submitted Program Reviews Fall 2022 Program Reviews page.**

Previous Goal 1:

Goal Status

☐ In Progress

☐ Completed

☐ Not Started

☐ Deleted

***If Deleted or Completed:***

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

***If it is Not Started,*** *please share why* including whether your program is experiencing barriers for starting this goal

***If it is In Progress,*** *what actions steps from the last report have been completed and which ones are you still working towards*

Link to [College Strategic Goal](https://www.cuyamaca.edu/about-cuyamaca-college/our-vision-mission-and-values/) (Which College Strategic Goal does this department goal most directly support? (***Check only one***)

☐ Increase equitable access (enrollment)

☐ Eliminate equity gaps in course success (passing grades) rates

☐ Increase persistence (students re-enrolling semester after semester) and eliminate equity gaps

☐ Increase completion rate (graduation with a degree/certificate or transfer within 4-years) and eliminate equity gaps

☐ Increase hiring and retention of diverse employees

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 specify 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)

## 4-Year Goals

**Please describe the department’s long-term, overarching goals for this comprehensive program review cycle (the next 4 years). Please state the new goal(s), summarize key action steps for the next academic year, and describe your plan to evaluate the outcomes/results of these actions. You may include previous goals that the program is continuing into this comprehensive program review cycle. PRSC recommends identifying a small number of (1 to 4) broad goals to address over the next four years so that they can help the program focus its efforts.**

**New Goal 1:**

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

☐ Increase equitable access (enrollment)

☐ Eliminate equity gaps in course success (passing grades) rates

☐ Increase persistence (students re-enrolling semester after semester) and eliminate equity gaps

☐ Increase completion rate (graduation with a degree/certificate or transfer within 4-years) and eliminate equity gaps

☐ Increase hiring and retention of diverse employees

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

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

Action Steps for this Year:

What resources, if any, are needed to achieve this goal in the next 4 years? Please select all that apply. Note that links to request forms for each request are included below and 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]

How will this goal be evaluated?

[Repeated as needed up to 4 goals]

**RESOURCES NEEDED TO ACHIEVE PROGRAM GOALS**

**Administrator Resource Needs**

*Contact Person: Brianna Hays (*[*brianna.hays@gcccd.edu*](mailto: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: Bri Hays (*[*Brianna.hays@gcccd.edu*](mailto:Brianna.hays@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/about-cuyamaca-college/planning/program-review.php) *(under the Staffing Request Information menu) for planning purposes.*

**Technology Resource Needs**

*Contact Person: Jessica Hurtado Soto (*[*Jessica.hurtadosoto@gcccd.edu*](mailto:Jessica.hurtadosoto@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