



FALL 2025

**Student and Instructional (Tutoring & Library) Services
Program Review *Annual Update* Template**

Final Draft

Note: Changes from 2024-25 are highlighted in yellow

NOTE THAT ALL PROGRAM REVIEWS MUST BE SUBMITTED ONLINE VIA NUVENTIVE 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 2024.

If you have questions about the Nuventive 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. Department(s) Reviewed:
2. Lead Author:
3. Collaborator(s) {list any person that participated in the preparation of this report}:
4. Please briefly share the ways in which you collaborated with colleagues within and outside of your department to gather input to inform your program review (e.g., meeting, discussion, or asynchronous feedback date the author gathered input from other faculty within the service area, if applicable, or faculty from other departments that work closely with the service area, dean/manager/supervisor, support staff within the service area):
5. Dean/Manager(s):
6. Please briefly share the ways in which you collaborated with your Dean on your program review to discuss your vision, goals, and resource needs/requests:
7. Please summarize the significant changes and achievements that have occurred in your service area since the last program review. You can access fall 2024 program reviews on the [program review webpage](#).

Student Learning Outcome/Service Area Outcome Assessment and Student Success

Please refer to your service area comparison or survey reports provided by the Institutional Effectiveness, Success, and Equity Office as well as any internal data your service area collects to address the following questions. If your service area does not yet have student service access/utilization and demographic data, please contact Brianna.Hays@gcccd.edu.

Student Access, Learning, and Achievement

8. Student Services areas collect data in many different ways. This may include the number of students, employees, or community members served, survey results, or other reports prepared by the department and external organizations. Which data was used for your service area?

9. Please discuss any equity gaps in access or success the data revealed. What action will the department or discipline take to address these equity gaps? If equity gaps have been reduced or eliminated, please share what the program did to achieve this. If equity gaps still exist, consider the specific steps your department will take to address equity gaps.

10. ~~What has this data revealed about the progress of the program review goals you set? (Data: [Instruction/Student Services](#))~~

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

Service Area Assessment

For assistance with SLOs/SAOs, please contact SLO Coordinators Tania Jabour at tania.jabour@gcccd.edu and Rachel Polakoski at rachel.polakoski@gcccd.edu. For assistance with Nuventive Improve, please contact Bri Hays at Brianna.Hays@gcccd.edu. Additional resources are provided on the [Learning Outcomes and Assessment webpage](#)

10. Did your program complete and submit SLO/SAO assessment in the last year? If you are unsure, check the most recent updates on your program's [SLO Assessment Updates](#).

- ☐ Yes ☐ No, please describe the department's plan to update them
 - Which SLO/SAOs did you assess in the last year?
 - If you did not assess in the last year, please share why, including whether your program is experiencing barriers to assessment or data submission, and/or if your program would benefit from outcomes and assessment support.

11. Please share any outcomes assessment projects your service area has completed in the last year and how the service area used the results for improvement.

Previous Goals: Update

For each of your program's goals (as noted in your fall 2023 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 2023, visit the program review website to access the Previously Submitted Program Reviews [Fall 2023-Spring 2024 Program Reviews page](#)

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 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

[2022-2028 College Strategic Goal](#)

(Which College Strategic Goals does this department goal most directly support?) (**Check only one**)

- ☐ Increase equitable access (enrollment)
- ☐ Eliminate equity gaps in course success (passing grade in class)
- ☐ Increase persistence and 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

New 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
- ☐ New classified position
- ☐ Technology
- ☐ Facilities renovation
- ☐ Supplies, equipment, and/or furniture
- ☐ Other, please specify: _____
(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:

2022-2028 College Strategic Goal

(Which College Strategic Goal does this department goal most directly address?) (**Check only one**)

- ☐ Increase equitable access (enrollment)
- ☐ Eliminate equity gaps in course success (passing grade in class)
- ☐ Increase persistence and 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 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. All resource requests are due on the program review deadline.

- ☐ New faculty position
- ☐ New classified position
- ☐ Technology
- ☐ Facilities renovation
- ☐ Supplies, equipment, and/or furniture
- ☐ Other, please specify: _____

RESOURCES NEEDED TO ACHIEVE PROGRAM GOALS

All resource request forms are located on the [program review landing page](#) (toward the bottom)

Administrator Resource Needs

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

Classified Staff Resource Needs

Contact Person: Victoria Marron (Victoria.Marron@gcccd.edu)

Please submit an electronic Classified Position Request Form for each position your department is requesting.

Located on the [program review landing page](#) (toward the bottom) under **Staffing Request Information**

Facilities Resource Needs

Contact Person: Bryce Storm (Bryce.storm@gcccd.edu)

Located on the [program review landing page](#) (toward the bottom) under **Other (Non-Staffing) Resource Requests**

Faculty Hiring Priorities Needs

Contact person: Jeanie Machado Tyler (Jeanie.marchadot Tyler@gcccd.edu)

Please submit an electronic Faculty Position Request Form for each position your department is requesting.

Located on the [program review landing page](#) (toward the bottom) under **Staffing Request Information**

Technology Resource Needs

Contact Person: Jessica Hurtado Soto (Jessica.hurtadosoto@gcccd.edu)

Located on the [program review landing page](#) (toward the bottom) under **Other (Non-Staffing) Resource Requests**

Supplies, Equipment & Other Resource Needs

Contact Person: TBD

Located on the [program review landing page](#) (toward the bottom) under **Other (Non-Staffing) Resource Requests**

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