



Program Review checklist

Use this checklist to ensure you have filled out every section of your upcoming Department Program Review. After each section is filled out completely, check the corresponding item's box on this sheet to keep track.

PROGRAM REVIEW NARRATIVE

- | | |
|--|--|
| <input type="checkbox"/> Report Completion Status | |
| <input type="checkbox"/> Overview - This area contains: | <input type="checkbox"/> Resource Management & Continuous Improvement |
| <input type="checkbox"/> Strengths, Weaknesses, Opportunities and Challenges (SWOC) Analysis of your discipline. | If your department has received funds, evaluate how have they been used and how they have helped promote student success/advancement of Program/Department |
| <input type="checkbox"/> 4-year cycle goals/changes | |
| <input type="checkbox"/> 2 program goals | |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Reflection & Extenuating Circumstances |
| SLO and PLO summarized conclusions of how the department is using the data provided to improve instruction. | Use this area to describe any extenuating circumstances or program that needs not addressed above that require the institution's consideration. |

Don't forget to hit **SAVE!**

PROGRAM ANNUAL PLANNING AND AUGMENTATION

Program Goals

- | | |
|---|---|
| <input type="checkbox"/> Program Goal Name | <input type="checkbox"/> District Object Code |
| <input type="checkbox"/> Program Goal Explanation | <input type="checkbox"/> Funding Source Type |
| <input type="checkbox"/> Resource Request Need | <input type="checkbox"/> Documentation (Quote/Purchase Order info, etc..) |
| <input type="checkbox"/> Term of which program goal initially proposed | <input type="checkbox"/> Block 1 - Indicate which Block 1 areas your resource request is eligible for. <u>Documentation must be provided.</u> |
| <input type="checkbox"/> Status of Goal
If you select Other - you will need to explain the status of the goal. | <input type="checkbox"/> Block 2 - Resource Request Necessity |
| <input type="checkbox"/> Goal Prioritization | <input type="checkbox"/> Alignment to Key Priority Areas |
| <input type="checkbox"/> Goal Applicable towards... | <input type="checkbox"/> Alignment to EMP District Goals |

Resource Request

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Request Name | <input type="checkbox"/> Diversity, Equity, and Inclusion Imperatives |
| | <input type="checkbox"/> Innovation |

- | | |
|---|---|
| <input type="checkbox"/> Request Year(s) | <input type="checkbox"/> Final Comments |
| <input type="checkbox"/> Resource Request (To-date) | <input type="checkbox"/> |
| <input type="checkbox"/> Request Item Description | <input type="checkbox"/> |
| <input type="checkbox"/> Total Cost Amount | <input type="checkbox"/> |

Don't forget to hit **SAVE!**

Program Annual Planning and Augmentation - Continued

Faculty Hiring Request

- | | |
|---|---|
| <input type="checkbox"/> Request Name | Reminder: Faculty Hiring Requests are due by October 1st. |
| <input type="checkbox"/> Request Item | |
| <input type="checkbox"/> Years Requested | |
| <input type="checkbox"/> For which fiscal year you are requesting this hire | |
| <input type="checkbox"/> Block 1: Considerations
Addresses the need to replace a faculty member due to vacancy (e.g. retirement, attrition, etc.) and/or to prioritize faculty positions which were previously prioritized but did not result in a hire. | |
| <input type="checkbox"/> Block 2: Considerations
Reflects the quality and scope of the Program Review narrative in demonstrating a compelling need for faculty hire, the current status of the program in relation to its growth, and the consideration of program key performance indicators. In answering the prompts, please review the rubric as factors assessed can vary based on whether this is a request for an instructional or a non-instructional faculty position | |
| <input type="checkbox"/> Block 3: Considerations
This is for the ranking of programs based on their alignment with any/all campus initiatives and directions. | |
| <input type="checkbox"/> Block 4: Considerations
This is for the ranking of programs based on matters relating to extenuating factors raised by program requesting a faculty hire. | |

Don't forget to hit **SAVE!**

DATA ANALYSIS

- Headcount
- Enrollment
- Courses
- Sections
- FTES
- Retention
- Success
- Equity
- Honors

For every single one of these data points, you should have an Analysis and Discussion, followed by an action plan.

Look for trends or changes in your data. Does the data look different when looking at Modality, Gender, Race/Ethnicity, Age Groups?

*Make sure you select your departments data from the School, Discipline menu. Institutional data is set as the default view.

Don't forget to hit **SAVE!**