SECTION 1: REPORT COMPLETION STATUS

**PROMPT: Report Completion Status**

**RESPONSE TYPE: (Dropdown Menu)**

**PROMPT: Date of Status Update**

**RESPONSE TYPE: (Date, XX/XX/XXXX)**

**PROMPT: Comments Relating to Report Status or Completion**

**HELP TEXT:** If you have any comments or notes you would like to input here in relation to the status of your report or its completion, you can use this field to describe your status. Otherwise, please type NA if you have no additional comments or notes to input.

**RESPONSE:**

SECTION 2: OVERVIEW

**PROMPT:** **The Campus is now in its 2nd year of the program review cycle (the Annual Program Update (APU) Year).** During the Comprehensive year (Year 1) you **developed at least two program goals with the aim of accomplishing over the next four years and created a plan to help implement and reach these goals.** Please provide any relevant updates regarding your set plans**.**

**HELP TEXT: Look at your Program Goals, SWOC analysis and plans you made during Year 1 to implement and reach the set goals and provide an update on what you have done to move forwards with meeting these goals over this past year. This is just a progress update, the plan you created was supposed to help you achieve these goals over this four-year program review cycle. These goals should be** Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).

**RESPONSE:**

SECTION 3: COMPLIANCE

**TEXT HEADER:** This section is a checklist for Department Chairs and/or Designated Faculty to ensure they are maintaining all compliance-related issues each year. This area wants to confirm compliance in relation with SLO assessment, PLO assessment (if applicable; not all departments offer degrees and/or certificates and therefore will not have PLOs), and curriculum.

**PROMPT:** **SAO Assessment:** Provide summarized conclusions for how the department has used service area outcomes to improve instruction during the current Program Review Cycle.

**HELP TEXT: See** SAO assessment data in the right slider in Nuventive.

**RESPONSE:**

**PROMPT:** **SLO Assessment:** Provide summarized conclusions for how the department has used student learning outcomes to improve instruction during the current Program Review Cycle.

**RESPONSE:**

**PROMPT:** **PLO Assessment:** If applicable: Provide summarized conclusions for how the department has used program learning outcomes to improve instruction during the current Program Review Cycle.

**HELP TEXT****:** If you do not have a certificate or degree skip this question with an N/A in the text box.

**RESPONSE:**

**PROMPT:** Curriculum Question 1: Has Curriculum been updated in compliance with your program type?

**HELP TEXT:** CTE programs must update curriculum every two years, all other programs need to update every **five** years.

**RESPONSE**: (Dropdown Menu)

**OPTIONS:** Yes or no

**PROMPT:** Curriculum Question 2: Provide any updates relating to Curriculum updates that have occurred since the last program review submission.

**HELP TEXT:** If you do not know the answer, or are unsure, please contact your Curriculum Area Representative or Debby Blanchard (Chair and Facilitator) for curriculum for assistance, [Deborah.Blanchard@vvc.edu](mailto:Deborah.Blanchard@vvc.edu).

**RESPONSE:**

SECTION 4: RESOURCE MANAGEMENT & CONTINUOUS IMPROVEMENT

**PROMPT:** Has your program received augmentation funds during this current Program Review Cycle?

**HELP TEXT:** Augmentation funds are funds which have been requested by your program/unit through the process of program review. Usually, these are requested through the Resource Request function in Nuventive. If you are uncertain if your program received augmentation funds since Fall 2024, please look at your past resource request to see the noted resource request with "Augmented".

**RESPONSE TYPE:** (Dropdown Menu)

OPTIONS: Yes or no

**PROMPT**: If you answered Yes to the previous question, describe the status of any augmentation funds your program received, and whether these funds have been used. If the funds have been used, please evaluate how these funds promoted student success and/or the advancement of your program.

**HELP TEXT:** If you are uncertain if your program received augmentation funds since Fall 2024, please look at your past resource request to see the noted resource request with "Augmented". If this does not apply to you, place an N/A in the text box.

**RESPONSE:**

**PROMPT:** Has your program received additional staff/faculty funding during this current Program Review Cycle?

**HELP TEXT:** Staff/faculty funds are funds which have been requested by your program/unit through the process of program review. Usually, these are requested through the Resource Request Ongoing Funds and/or Faculty Hiring Request function in Nuventive. If you are uncertain if your program received staff/faculty funds since Fall 2024, please look at your past resource request to see the noted resource request with "Augmented".

**RESPONSE:** (Dropdown Menu)

OPTIONS: Yes or no

**PROMPT:** If you answered Yes to the previous question, describe the status of any staff/faculty augmentations your program received, and whether these funds have been used. If the funds have been used, please evaluate how these funds promoted student success and/or the advancement of your program. This includes funds your program has been approved for but has not yet received. If this is the case, please include if there is an expected timeline for receiving the funds.

**HELP TEXT:** If you are uncertain if your program has received augmentation funds since Fall 2024, please look at your past resource request under Request Ongoing Funds and/or Faculty Hiring Request to see the noted resource request with "Augmented". If this does not apply to you, place an N/A in the text box.

**RESPONSE:**

SECTION 5: REFLECTION & EXTENUATING CIRCUMSTANCES

**PROMPT:** Please describe any extenuating circumstances or program that needs not addressed above that require the institution’s consideration.

**HELP TEXT:** Were there circumstances this year that affected your program that you want to mention in this report? Here is your opportunity to raise anything not previously addressed in this report. If this does not apply to you, place an N/A in the text box.

**RESPONSE:**