

Administrative Planning Committee Annual Program Plan/Review Assessment

Program Name: Instruction	APC Member(s) Reviewers: Barbara Bucton
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The purpose of this form is to provide feedback on the quality of the program review to the Program Review author(s)

Administrative Program Review	Performance Level			
	Commendations	Recommendations	Comments	ACCJC Exemplary Check
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: <input checked="" type="checkbox"/> Summary of strengths <input checked="" type="checkbox"/> Summary of challenges <input type="checkbox"/> Summary of action plans <input type="checkbox"/> Thorough summary	Information needed: <input type="checkbox"/> Summary of strengths <input type="checkbox"/> Summary of challenges <input checked="" type="checkbox"/> Summary of action plans <input checked="" type="checkbox"/> Thorough summary		<input type="checkbox"/>
Program Context				
1. Mission:				
2. Program Description	Provides: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes		<input type="checkbox"/>
3. Community and Labor Needs: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: <input checked="" type="checkbox"/> Community needs <input checked="" type="checkbox"/> Employment needs <input type="checkbox"/> Technology needs <input type="checkbox"/> Licensing <input type="checkbox"/> Accreditation <input type="checkbox"/> Impact on program	Information needed: <input type="checkbox"/> Community needs <input type="checkbox"/> Employment needs <input checked="" type="checkbox"/> Technology needs <input type="checkbox"/> Licensing <input type="checkbox"/> Accreditation <input checked="" type="checkbox"/> Impact on program	<input type="checkbox"/> No recommendation or change needed <input type="checkbox"/> Not applicable	<input type="checkbox"/>
Looking Back				
4. Describe major accomplishments	Provides: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes		<input type="checkbox"/>
5. Impact of Resources Allocations: Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: <input type="checkbox"/> Thorough description of new resources' impact on program <input type="checkbox"/> Thorough description of impact on students <input type="checkbox"/> Efforts to make changes <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Further description of new resources' impact on program <input type="checkbox"/> Further description of impact on students <input type="checkbox"/> Efforts to make changes	<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/>

Administrative Program Review		Performance Level		
	Commendations	Recommendations	Comments	ACCJC Exemplary Check
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
7A. Service Area Outcomes (SAOs) Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
7B. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments. What are some improvements that have been, or can be, implemented as a result of SAO assessment?	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
Looking Ahead (at SPOL Planning Module)				
8. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	Provided: <input checked="" type="checkbox"/> Thorough description of action plans	Information needed: <input type="checkbox"/> Further description of action plans	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
9. Personnel request: See SPOL for details	Not review by APC	Not review by APC	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
10. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	Provided: <input checked="" type="checkbox"/> Thorough description of action plans	Information needed: <input type="checkbox"/> Further description of action plans	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>

Overall Commendations:

Overall Recommendations:

Overall Program Effectiveness:

- Highly effective
- Effective
- Needs program improvement

Approval Process is embedded in SPOL (Approval from APC and president)

Administrative Planning Committee Annual Program Plan/Review Assessment

Program Name: Office of Instruction	APC Member(s) Reviewers: Chialin Hsieh
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The purpose of this form is to provide feedback on the quality of the program review to the Program Review author(s)

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Program Context				
1. Mission:				
2. Program Description	Provides: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Excellent description	<input checked="" type="checkbox"/>
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Looking Back				
4. Describe major accomplishments	Provides: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	I wish you can comment on the accomplishments of supporting accreditation, plan progress reports, and IPC accomplishments. If you did not address these major	<input type="checkbox"/>

			accomplishments, no program review would!	
5. Impact of Resources Allocations: Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: <input type="checkbox"/> Thorough description of new resources' impact on program <input type="checkbox"/> Thorough description of impact on students <input type="checkbox"/> Efforts to make changes <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Further description of new resources' impact on program <input type="checkbox"/> Further description of impact on students <input type="checkbox"/> Efforts to make changes	<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/>

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6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed Again, accreditation, student learning outcome assessment, plan progress and IPC accomplishments are missing.	<input type="checkbox"/>
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7B. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments. What are some improvements that have been, or can be, implemented as a result of SAO assessment?	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input checked="" type="checkbox"/> No recommendation or change needed Not Applicable	<input type="checkbox"/>
Looking Ahead (at SPOL Planning Module)				

<p>8. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.</p>	<p>Provided: <input checked="" type="checkbox"/> Thorough description of action plans</p>	<p>Information needed: <input type="checkbox"/> Further description of action plans</p>	<p><input type="checkbox"/> No recommendation or change needed I wish you can add to support accreditation, student learning outcome assessment, ACES, and IPC.</p>	<p><input type="checkbox"/></p>
<p>9. Personnel request: See SPOL for details</p>	<p>Not review by APC</p>	<p>Not review by APC</p>	<p><input type="checkbox"/> No recommendation or change needed</p>	<p><input type="checkbox"/></p>
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Overall Commendations:

Very thorough! Excellent work!

Overall Recommendations:

The main program review seems missing some tasks that the VPI supports or leads, such as supporting/leading accreditation, student learning outcome, plan progress reports, ACES, and IPC.

Overall Program Effectiveness:

- Highly effective**
- Effective
- Needs program improvement

Approval Process is embedded in SPOL (Approval from APC and president)

Administrative Planning Committee Annual Program Plan/Review Assessment

Program Name: Office of Instruction	APC Member(s) Reviewers: Debbie Joy
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Looking Ahead (at SPOL Planning Module)				
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9. Personnel request: See SPOL for details	Not review by APC	Not review by APC	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
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Overall Commendations:

Overall Recommendations:

Overall Program Effectiveness:

- Highly effective
- Effective
- Needs program improvement

Approval Process is embedded in SPOL (Approval from APC and president)

Administrative Planning Committee Annual Program Plan/Review Assessment

Program Name: Office of Instruction	APC Member(s) Reviewers: Kim Lopez
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The purpose of this form is to provide feedback on the quality of the program review to the Program Review author(s)

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<u>Executive Summary</u>				
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<u>Program Context</u>				
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Overall Commendations:

Overall a comprehensive summary of accomplishments and the strategic action plan is detailed and specific.

Overall Recommendations:

Although limited staffing was mentioned as a limitation, staffing needs were not identified in resource requests (Web Designer for example). Also, funding was not identified as needed for implementation of the strategic action plans. For example, statewide activity requires funding. Current state of the program would be strengthened via a “client survey”.

Overall Program Effectiveness:

- Highly effective
- Effective**
- Needs program improvement

Approval Process is embedded in SPOL (Approval from APC and president)

Administrative Planning Committee Annual Program Plan/Review Assessment

Program Name: Office of Instruction	APC Member(s) Reviewers: Mary Chries Concha Thia
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6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: <input type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
7A. Service Area Outcomes (SAOs) Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
7B. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments. What are some improvements that have been, or can be, implemented as a result of SAO assessment?	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
Looking Ahead (at SPOL Planning Module)				
8. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	Provided: <input checked="" type="checkbox"/> Thorough description of action plans	Information needed: <input type="checkbox"/> Further description of action plans	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
9. Personnel request: See SPOL for details	Not review by APC	Not review by APC	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
10. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	Provided: <input type="checkbox"/> Thorough description of action plans	Information needed: <input checked="" type="checkbox"/> Further description of action plans	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>

Overall Commendations:

Great summary of accomplishments and detailed information of future plans for improvement.

Overall Recommendations:

Missing the impact on resource allocation.

Overall Program Effectiveness:

- Highly effective
- Effective
- Needs program improvement

Approval Process is embedded in SPOL (Approval from APC and president)

Administrative Planning Committee Annual Program Plan/Review Assessment

Program Name: Office of Instruction	APC Member(s) Reviewers: Michelle Marquez
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The purpose of this form is to provide feedback on the quality of the program review to the Program Review author(s)

Administrative Program Review	Performance Level			
	Commendations	Recommendations	Comments	ACCJC Exemplary Check
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: <input checked="" type="checkbox"/> Summary of strengths <input checked="" type="checkbox"/> Summary of challenges <input type="checkbox"/> Summary of action plans <input type="checkbox"/> Thorough summary	Information needed: <input type="checkbox"/> Summary of strengths <input type="checkbox"/> Summary of challenges <input type="checkbox"/> Summary of action plans <input type="checkbox"/> Thorough summary		<input type="checkbox"/>
Program Context				
1. Mission:				
2. Program Description	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Very thorough listing of the role of the Office of Instruction	<input type="checkbox"/>
3. Community and Labor Needs: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: <input checked="" type="checkbox"/> Community needs <input type="checkbox"/> Employment needs <input type="checkbox"/> Technology needs <input type="checkbox"/> Licensing <input type="checkbox"/> Accreditation <input checked="" type="checkbox"/> Impact on program	Information needed: <input type="checkbox"/> Community needs <input type="checkbox"/> Employment needs <input type="checkbox"/> Technology needs <input type="checkbox"/> Licensing <input type="checkbox"/> Accreditation <input type="checkbox"/> Impact on program	<input type="checkbox"/> No recommendation or change needed <input type="checkbox"/> Not applicable	<input type="checkbox"/>
Looking Back				
4. Describe major accomplishments	Provides: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	A lot of overlap with Marketing PR What about all the accomplishments related to Title IX?	<input type="checkbox"/>
5. Impact of Resources Allocations: Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: <input type="checkbox"/> Thorough description of new resources' impact on program <input type="checkbox"/> Thorough description of impact on students <input type="checkbox"/> Efforts to make changes <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Further description of new resources' impact on program <input type="checkbox"/> Further description of impact on students <input type="checkbox"/> Efforts to make changes	<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/>

Administrative Program Review		Performance Level		
	Commendations	Recommendations	Comments	ACCJC Exemplary Check
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
7A. Service Area Outcomes (SAOs) Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: <input checked="" type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
7B. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments. What are some improvements that have been, or can be, implemented as a result of SAO assessment?	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
Looking Ahead (at SPOL Planning Module)				
8. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	Provided: <input checked="" type="checkbox"/> Thorough description of action plans	Information needed: <input type="checkbox"/> Further description of action plans	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
9. Personnel request: See SPOL for details	Not review by APC	Not review by APC	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
10. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	Provided: <input checked="" type="checkbox"/> Thorough description of action plans	Information needed: <input type="checkbox"/> Further description of action plans	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>

			Item was also requested in marketing's PR, but for \$300 (?)	
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Overall Commendations:

Concise view of all the areas of responsibility within the Office of Instruction.

Overall Recommendations:

For future program review, incorporate student impact where appropriate.

Overall Program Effectiveness:

- Highly effective
- Effective
- Needs program improvement

Approval Process is embedded in SPOL (Approval from APC and president)

Administrative Planning Committee Annual Program Plan/Review Assessment

Program Name: Office of Instruction	APC Member(s) Reviewers: Tracy Huang
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The purpose of this form is to provide feedback on the quality of the program review to the Program Review author(s)

Administrative Program Review	Performance Level			
	Commendations	Recommendations	Comments	ACCJC Exemplary Check
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: <input type="checkbox"/> Summary of strengths <input type="checkbox"/> Summary of challenges <input type="checkbox"/> Summary of action plans <input type="checkbox"/> Thorough summary	Information needed: <input type="checkbox"/> Summary of strengths <input type="checkbox"/> Summary of challenges <input type="checkbox"/> Summary of action plans <input type="checkbox"/> Thorough summary	It's ok.	<input type="checkbox"/>
Program Context				
1. Mission:				
2. Program Description	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	It's ok.	<input type="checkbox"/>
3. Community and Labor Needs: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: <input type="checkbox"/> Community needs <input type="checkbox"/> Employment needs <input type="checkbox"/> Technology needs <input type="checkbox"/> Licensing <input type="checkbox"/> Accreditation <input type="checkbox"/> Impact on program	Information needed: <input checked="" type="checkbox"/> Community needs <input checked="" type="checkbox"/> Employment needs <input type="checkbox"/> Technology needs <input type="checkbox"/> Licensing <input checked="" type="checkbox"/> Accreditation <input type="checkbox"/> Impact on program	<input type="checkbox"/> No recommendation or change needed <input type="checkbox"/> Not applicable	<input type="checkbox"/>
Looking Back				
4. Describe major accomplishments	Provides: <input checked="" type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Tasks for VCC, branding and webpage seems to be goals for MCPR. What specific to Instruction's mission should efforts in these areas be targeted? What aspect of the webpage is Instruction trying to impact? E.g.,	<input type="checkbox"/>

			traffic to schedule of classes, download of Catalog?	
5. Impact of Resources Allocations: Describe the impact to date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success or client satisfaction.	Provides: <input type="checkbox"/> Thorough description of new resources' impact on program <input type="checkbox"/> Thorough description of impact on students <input type="checkbox"/> Efforts to make changes <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Further description of new resources' impact on program <input type="checkbox"/> Further description of impact on students <input type="checkbox"/> Efforts to make changes	<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/>

Administrative Program Review		Performance Level		
	Commendations	Recommendations	Comments	ACCJC Exemplary Check
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes	Information needed: <input checked="" type="checkbox"/> Evidence <input checked="" type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
7A. Service Area Outcomes (SAOs) Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input checked="" type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
7B. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments. What are some improvements that have been, or can be, implemented as a result of SAO assessment?	Provides: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	Information needed: <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on students <input type="checkbox"/> Efforts to make changes	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
Looking Ahead (at SPOL Planning Module)				
8. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	Provided: <input checked="" type="checkbox"/> Thorough description of action plans	Information needed: <input type="checkbox"/> Further description of action plans	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
9. Personnel request: See SPOL for details	Not review by APC	Not review by APC	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>
10. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	Provided: <input type="checkbox"/> Thorough description of action plans	Information needed: <input type="checkbox"/> Further description of action plans	<input type="checkbox"/> No recommendation or change needed	<input type="checkbox"/>

Overall Commendations:

Overall Recommendations:

The overall mission stated for of the Office of Instruction are “to ensure that students receive quality instruction in general, transfer, career, and basic skills education” and support to several faculty and instructional programs and committees. More information and analysis are needed to connect the several marketing and outreach efforts described and planned to how those efforts translate to quality of instruction and education for our students.

In State of the Program section, are there concrete examples that show how Instruction has increased transparency on campus? What evidence are there that show that Instruction is “team and customer-service oriented”? How are web updates “re-active” instead of “pro-active”? How is there inequities in staffing? How has the Office served or not served each instructional divisions due to the challenges listed?

Overall Program Effectiveness:

- Highly effective
- Effective
- Needs program improvement

Approval Process is embedded in SPOL (Approval from APC and president)

