Administrative Planning Committee Annual Program Plan/Review Assessment

Program Name: Administrative Services	APC Member(s) Reviewers: Megan Rodriguez Antone

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**
<u>**Executive Summary**</u>				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☑ Summary of strengths ☐ Summary of challenges ☐ Summary of action plans ☐ Thorough summary	Information needed: ☐ Summary of strengths ☑ Summary of challenges ☑ Summary of action plans ☐ Thorough summary		☐
<u>**Program Context**</u>				
1. Mission:				
2. Program Description	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes		☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Community needs ☐ Employment needs ☐ Technology needs ☐ Licensing ☐ Accreditation ☐ Impact on program	Information needed: ☐ Community needs ☐ Employment needs ☐ Technology needs ☐ Licensing ☐ Accreditation ☐ Impact on program	☐ No recommendation or change needed ☐ Not applicable	☐
<u>**Looking Back**</u>				
4. Describe **major accomplishments**	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes		☐
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: ☑ Thorough description of new resources' impact on program ☑ Thorough description of impact on students ☑ Efforts to make changes ☐ Efforts to make changes	Information needed: ☐ Further description of new resources' impact on program ☐ Further description of impact on students ☐ Efforts to make changes	☐ Not Applicable	☐

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: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☐ No recommendation or change needed	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☐ No recommendation or change needed	☐
7A. Service Area Outcomes (SAOs) Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☐ No recommendation or change needed	☐
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: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☐ No recommendation or change needed	☐
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: ☑ Thorough description of action plans	Information needed: ☐ Further description of action plans	☐ No recommendation or change needed	☐
9. Personnel request: See SPOL for details	Not review by APC	Not review by APC	☑ No recommendation or change needed	☐
10. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	Provided: ☐ Thorough description of action plans	Information needed: ☐ Further description of action plans	☑ No recommendation or change needed	☐

Overall Commendations:

Great work and a very thorough program review! Admin Services is one of most hard-working divisions on campus and doesn't often get recognized for the wonderful work they do. The team should be proud of the growth they've accomplished.

Overall Recommendations:

Overall Program Effectiveness:
- ☐ X Highly effective
- ☐ Effective
- ☐ Needs program improvement

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

Administrative Planning Council Program Review Assessment

Program Name: Planning, Research and Institutional Effectiveness	APC Reviewer:

The purpose of this form is to provide feedback on the quality of the program review to the Program Review author(s)

	Commendations	Recommendations	Comments	ACCJC Exemplary
Executive Summary				
Summary of program's strengths, opportunities/challenges, and action plans.	Provides: ☐ Summary of strengths ☐ Summary of challenges ☐ Summary of action plans ☐ Thorough summary	Information needed: ☐ Summary of strengths ☐ Summary of challenges ☐ Summary of action plans ☐ Thorough summary		☐
Program Context				
1. **Mission:** (Provide comments if desired)				
2. Program Description	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes		☐
3. Community and Labor Needs	Provides: ☐ Community needs ☐ Employment needs ☐ Technology needs ☐ Licensing ☐ Accreditation ☐ Impact on program	Information needed: ☐ Community needs ☐ Employment needs ☐ Technology needs ☐ Licensing ☐ Accreditation ☐ Impact on program		☐
Looking Back				
4. Describe major accomplishments	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes		☐
5. Impact of Resources Allocations	Provides: ☐ Thorough description of new resources' impact on program ☐ Thorough description of impact on students ☐ Efforts to make changes	Information needed: ☐ Further description of new resources' impact on program ☐ Further description of impact on students Efforts to make changes		☐

	Commendations	Recommendations	Comments	ACCJC Exemplary
Current State of the Program				
6A. State of the Program—Observation	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes		☐
6B. State of Program—Evaluation	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes		☐
7A. Service Area Outcomes (SAOs) Assessment Plan	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes		☐
7B. SAO Assessment Results and Impact:	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes		☐
Looking Ahead (at SPOL Planning Module)				
8. Strategic Action Plans:	Provided: ☐ Thorough description of action plans	Information needed: ☐ Further description of action plans		☐
9. Personnel request:	N/A	N/A	N/A	
10. Equipment, technology, and facilities requests	Provided: ☐ Thorough description of action plans	Information needed: ☐ Further description of action plans		☐

Overall Commendations:

Overall Recommendations:

Overall Program Effectiveness:

- ☐ Highly effective
- ☐ Effective
- ☐ Needs program improvement