

# **Comprehensive Review for Unit/Program X (Instructional)**

## **Fall 2012**

The following provides an outline of the required elements for a comprehensive unit/program review for Instructional Programs and Units. Upon completion of this report, please upload your document in the unit/program review application data/documents tab.

***For programs with advisory boards (this includes all CTE TOP coded programs as these are required to have advisory boards):***

### **Advisory Board Update**

Give an overview of the current purpose, structure, and effectiveness of your advisory board. List the members and corresponding organizational (internal or external) affiliations.

***For all units/programs:***

### **Success/Retention Analysis**

Summarize your unit/program's success/retention data and trends, ***including an equity analysis.***

### **Curriculum Update**

Summarize the status of your curriculum including an analysis of the status of your COORs, prerequisites/co-requisites, advisories, depth, breadth, rigor, sequencing, and time to completion.

### **Course Offering Analysis**

Analyze your course/section offerings and trends, and report any new course or program plans.

### **Instructional Methodologies**

Summarize and analyze your methods of instructional delivery and teaching methodologies.

### **Assessment Summary**

Summarize your PSLO/CSLO assessment reports and your assessment plans. Summarize any changes that you are making to your PSLOs.

### **Certificate and Degree Requirements**

Review your certificate and degree program requirements and indicate any revisions that you are considering (if applicable).

## **Staffing Structure**

Analyze your unit/program's staffing structure including 3 year FTE trend data.

## **Budget Analysis**

Summarize your unit/program's budget analysis including 3 year budget trend data.

## **Facilities**

Report on your unit/program's current and future use of facilities.

## **Equipment and Technology**

Report on your unit/program's current technology and equipment infrastructure.

## **Professional Development**

Summarize the past (2 – 5 years) and present professional development activities of your unit/program's members, and analyze your future professional development needs.

## **Collaboration**

Describe any current collaboration efforts that are occurring between your unit/program, and other units and programs both inside and outside of the instructional service area.

## **Annual Review Update Analysis**

Analyze your annual reviews (objectives and improvements) over the past 4 years and respond to the feedback from last year's review.

## **Strategic Priorities**

Describe which strategic priorities (District or college) you feel are most applicable to your unit/program and how your unit/program plans to participate in supporting these priorities.

## **Long Term Goals**

Using the above analysis, develop longer term (5 year) goals that you plan on addressing in your annual unit/program review updates (3 – 5 goals recommended).