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).