

Comprehensive Review for Unit/Program X (Student Services)

Fall 2012

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

For units/programs who offer courses:

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.

For programs with 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 programs:

Customer Satisfaction

Summarize the results of your unit/program's "customer" service satisfaction survey(s).

Assessment Summary

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

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 Student Services.

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).