

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).