ANNUAL ADMINISTRATIVE AND SUPPORT SERVICES PROGRAM REVIEW AND PLANNING PROGRESS

FALL 2009

[PROGRAM]

This is the 3rd annual update to the comprehensive program review and plan completed in Fall 2006. We have continued to revise and try to improve the structure and templates for planning and assessment and this document reflects the ideas from many college groups and individuals. Here are the steps for completing this review and plan:

I.   The purpose of program review, assessment and planning (PRAP) is to **improve programs and services.** The first table of the PRAP is to review the objectives, status and comments from 2006 and 2007 (copied in the first table) and identify changes and improvements to your program. This is the all important "closing the loop" step in the process.

II.   The second table contains the objectives you listed in Fall 2008. This part asks you to give a status and assessment report on those objectives. You may need to revise or determine that an objective is no longer necessary or doable.

III.   The third table in this template is the final one in the planning section. In this table you identify new objectives and leads, rationales, activities, which college goal is affected, timelines and resources required. These objectives should support the college goals which are:

1: Improve the Learning of Students
2. Create an Educational Environment in Which All People have a Chance to Fully Develop Their Potential and Achieve Their Educational Goals
3. Offer High Quality Programs That Meet the Needs of Students and the Community
4. Ensure the Fiscal Well-Being of the College
5. Enhance a Culture of Innovation, Inclusiveness, and Collaboration
6. Establish a Culture of Research and Planning, Implementing, Assessing and Improving

IV.   Please give us suggestions for improving!

I.   FALL 2006/2007

Programs developed objectives in Fall 2006 and gave status/comments on the objectives in Fall 2007. In the third column we ask that if an objective was achieved, what improvement was made to the program. This is the purpose of the PRAP process and will close the loop on the cycle.

Objectives	Status/Comments	Program Improvements

II. FALL 2008

The first column of this table lists the objectives you identified last fall 2008. Please give the status of your progress on the objective and add any relevant comments. In the third column, if achieving the objective has improved your program, describe the improvements. If the objective is still in progress, what improvements to the program do you foresee?

OBJECTIVES	STATUS/EFFECT ON PROGRAM	ASSESSMENT

III. PROGRAM OBJECTIVES FOR FALL 2009

What are Fall 2009 objectives that you have identified as a results of data, changes in the environment or other? If you have previous objectives that you wish to continue, please include them. If you need more rows, place the cursor in the last row, click on table, insert and row below.

OBJECTIVE/LEAD	RATIONALE: How will the objective improve the program? How will you measure successful attainment?	ACTIVITIES	COLLEGE GOAL SUPPORTED	TIMELINE	RESOURCES NEEDED

IV.   COMMENTS AND SUGGESTIONS

We have continued to make changes and improvements to the program review and planning process and documents based on input from programs – the people who use them. What new suggestions and/or comments do you have for any part of the process, structure or templates?

Thanks for your efforts to improve instruction and services at Los Medanos College!

Please list the faculty, staff and managers who were involved with completing this document:

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[add or delete lines as appropriate to the number of members in your program]