

## PROGRAM/UNIT REVIEW CHECKLIST

TAB	SECTION	INSTRUCTIONAL PROGRAMS	STUDENT SERVICES PROGRAMS	LEARNING COMMUNITIES	ADMINISTRATIVE UNITS
Unit Profile	Unit Profile	Required	Required	Required	Required
Unit Profile	Mission	Required	Required	Required	Required
Unit Profile	Unit Members	Required	Required	Required	Required
Data Repository	Review of SQL data	Required	Some programs only	Required	Good idea to review
Data Repository	LMC Awarded Certificates and Degrees	Required	Required	Required	Good idea to review
Data Repository	ScoreCard	Good idea to review	Good idea to review	Good idea to review	Good idea to review
Data Repository	Data Mart	Good idea to review	Good idea to review	Good idea to review	Good idea to review
Data Repository	Core Indicator Data	Required For all CTE TOP-coded programs			Good idea to review
Core Indicators	New	Required For all CTE TOP-coded programs			
Assessment	Program Assessment	Required Upload PSLO assessment reports	Required Upload PSLO assessment reports	Varies with the LC Upload PSLO assessment reports	
Assessment	Course Assessment	Required Upload CSLO assessment reports	Varies with the Student Service Unit Upload CSLO assessment reports		
Past Objectives	Status	Required	Required	Required	Required
New Objectives	Add Objectives (Develop for 2016-17)	Required	Required	Required	Required

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Program Standards		Review standards and document department meeting minutes			
Learning Communities	Download template and upload Report			Required Upload Report	
Professional Development	Add	Optional	Optional	Optional	Optional
Department Successes	Student, faculty, staff, program or other successes	Optional	Optional	Optional	Optional
Print and Finalize	Review & Print	Optional	Optional	Optional	Optional
Print and Finalize	Certified as Complete (per this check list)	Required	Required	Required	Required