**LMC Comprehensive Program Review**

**Administrative Services Units**

**Fall 2017**

The following provides an outline of the required elements for a comprehensive program review for Administrative Services Programs.

# Evaluation/Analysis

## 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.

*To consider: Review your data and analyze where performance is declining. Is there a breakdown by gender, age, ethnicity and the populations described in the Student Equity Plan? (Veterans, DSPS, African American, ESL, low income students, Foster Youth) What is you action plan to address success in underperforming areas? What support services do you offer to meet these goals?*

## Professional Development

Summarize the past (2 – 5 years) and present professional development activities of your unit/program’s members and impact (directly or indirectly) on student success

*To consider: Include examples of equity focused professional development that your unit/program has engaged in and opportunities for future equity focused professional development.*

## 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, and impact (directly or indirectly) on student success.

# Long Term Goals (how to get there)

## long term (5 year) goals to meet college strategic plan

Consider the College’s Strategic Directions along with our Integrated Planning Goals listed here:

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| --- | --- |
| College Strategic Directions 2014-2019 | Integrated Planning Goals  |
| 1. Increase equitable student engagement, learning, and success.2. Strengthen community engagement and partnerships. 3. Promote innovation, expand organizational capacity, and enhance institutional effectiveness. 4. Invest in technology, fortify infrastructure, and enhance fiscal resources. | 1. ACCESS: increase access through enrollment of students currently underserved in our community.2. IDENTIFYING PATHWAYS: Increase the number of students that define a goal and pathway by the end of their first year.3. COLLEGE-LEVEL TRANSITION: Increase the number of students successfully transitioning into college level math and English courses.4. PERSISTENCE & COMPLETION: Increase successful course completions, and term to term persistence. 5. EQUITABLE SUCCESS: Improve the number of LMC students who earn associates degrees, certificates of achievement, transfer, or obtain career employment.6. LEARNING CULTURE: Enhance staff, faculty and administration’s understanding and use of culturally inclusive practices/pedagogy, demonstrating empathy and compassion when working with students. |

List 3 – 5 longer term (5 year) new goals for your program. For each goal, pick 1 – 2 College Strategic Directions and/or 1 – 2 Integrated Planning Goals to which your new goal aligns.

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| --- | --- | --- |
| Goals | Aligned College Strategic Direction(s) | Aligned Integrated Planning Goal(s) |
| Goal 1: |  |  |
| Goal 2: |  |  |
| Goal 3: |  |  |
| Goal 4: |  |  |
| Goal 5: |  |  |

## Resource needs to meet five-year goals

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| **Faculty/Staff Resource Request** |
| Department/Unit Goal - Reference # | Strategic Objective - Reference # |
|  |  |
| Department/Unit Name | Position Name/Classification | FTE |
|  |  |  |
| Position Type | Funding Duration | Funding Source | Est. Salary & Benefits |
|   |   |   |  |
| Justification: |
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| **Operating Resource Request** |
| Department/Unit Goal - Reference # | Strategic Objective - Reference # |
|  |  |
| Department/Unit Name | Resource Type |  |
|  |  |
| General Description | Est. Expense |
|  |  |
| Justification: |
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| **Professional Development Resource Request** |
| Department/Unit Goal - Reference # | Strategic Objective - Reference # |
|  |  |
| Department/Unit Name | Resource Type |  |
|  |  |
| General Description | Est. Expense |
|  |  |
| Justification: |
|  |