



FULLERTON COLLEGE

ELEVATING.
EXCELLENCE.

Student and Support Services

2015-2016 Self-Study

Three-Year Program Review Template

[Enter Program Name Here]

[Enter Division Name Here]

Statement of Collaboration

The program staff listed below collaborated in an open and forthright dialogue to prepare this Self Study. Statements included herein accurately reflect the conclusions and opinions by consensus of the program staff involved in the self-study.

Participants in the self-study

Authorization

After the document is complete, it must be signed by the Principal Author, the Department Manager, and (when appropriate) the Dean or appropriate Immediate Management Supervisor (IMS) prior to submission to the Program Review Committee.

Printed name of Principal Author

Signature

Title

Date

Printed name of Department Manager

Signature

Title

Date

Printed name of Dean or
Immediate Management Supervisor (IMS)

Signature

Title

Date

1.0 Mission and Goals

Mission, Vision, Core Values and College Goals drive all college activities. The Program Review committee would like to understand the connection of your program to the Mission, Vision, Core Values and College Goals. Summarize how your program supports each area.

Mission:

Vision:

Core Values:

College Goals:

2.0 Program Description/Data & Trends Analysis

2.1 Describe the purpose, components, and staffing of this program.

2.2 Staffing – complete the table below. Please list the total number of personnel in each type of position in the department/program. Within each classification in the first column, please list the position titles. For confidentiality, **do not** include the names of any people in the position.

CURRENT STAFF						
Classification (Include position titles)	# of staff in each position title	Percent of employment	Months per year of employment	Source of funding (General / Categorical)	FTE	
Managers						
Classified						
Faculty (full-time)						
Faculty (Adjunct)						
Hourly - Adult						
Hourly - Student						

2.6 Since the previous Program Review Self-Study what significant changes have occurred that impact the services of this program?

2.7 Describe any laws, regulations, trends, policies and procedures or other influences that have an impact on the effectiveness of your program.

2.8 Provide any other data that is relevant to your self-study.

3.0 Strengths, Weaknesses, Opportunities, Challenges (SWOC)

3.1 Based on your analysis in 2.1 through 2.8, what are the strengths of your program?

3.2. Based on your analysis in 2.1 through 2.8, what are the weaknesses of your program?

3.3 Based on your analysis in 2.1 through 2.8, what opportunities exist for your program?

3.4 Based on your analysis in 2.1 through 2.8, what challenges exist for your program?

4.0 Service Area Outcomes (SAO)/Student Learning Outcomes (SLO) Assessment

4.1 List your SAO/SLOs and complete the expandable table below.

	Service Area Outcomes (SAO) / Student Learning Outcomes (SLO)	Date Assessment Completed	Date(s) Data Analyzed	Date(s) Data Used For Improvement	Number of Cycles Completed
1.					
2.					

4.2 Assessment: Complete the expandable table below.

Service Area Outcomes Assessment for the Student Services Division of Fullerton College			
Intended Outcomes	Means of Assessment & Criteria for Success	Summary of Data Collected	Use of Results
1.			
2.			
Student Learning Outcomes Assessment for the Student Services Division of Fullerton College			
Intended Outcomes	Means of Assessment & Criteria for Success	Summary of Data Collected	Use of Results
1.			
2.			

4.3 How has assessment of program SAOs led to improvements in services provided to students by this program?

4.4 How has assessment of SLOs led to improvements in student learning and achievement?

4.5 What challenges remain to make your program SAOs/SLOs more effective?

4.6 Describe how the program's SAOs/SLOs are linked to the [college's goals](#).
(See <http://programreview.fullcoll.edu/>)

4.7 Describe how the program's SAOs/SLOs support the achievement of the [institution level SLOs](#).

4.8 A. What methods are used to assess the program's success in serving the student population that interacts with your program?

B. What do the results of the above methods of assessment indicate about the effectiveness of the program?

C. How were the assessment results used to make improvements to services provided by this program? Please provide examples.

5.0 Evaluation of Progress Toward Previous Goals (Future program review templates for this section will identify "previous goals" as "previous strategic action plans".)

5.1 List the goals from your last self-study/program review.

5.2 Describe the level of success and/or progress achieved in the goals listed above.

5.3 How did you measure the level of success and/or progress achieved in the goals listed above?

5.4 Provide examples of how the goals in the last cycle contributed to the continuous quality improvement of your program.

5.5 In cases where resources were allocated toward goals in the last cycle, how did the resources contribute to the improvement of the program?

5.6 If funds were not allocated in the last review cycle, how did it impact your program?

6.0 Strategic Action Plans (SAP) [formerly called Goals (6) and Requests for Resources (7)]

Using the tables below, list the strategic action plans (SAPs) for your program. These plans should follow logically from the information provided in the self-study. Use a separate table for each SAP.

SAPs for this three-year cycle:

STRATEGIC ACTION PLAN # 1		
Strategic Action Plan Name: (formerly called short-term goal)		
List College goal/objective the plan meets:	College Goal #:	Objective #:
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.		
What <i>Measurable Outcome</i> is anticipated for this SAP?		
What specific aspects of this SAP can be accomplished without additional financial resources?		
If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.		
Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount		

STRATEGIC ACTION PLAN # 2

Strategic Action Plan Name: (formerly called short-term goal)	
List College goal/objective the plan meets:	College Goal #: Objective #:
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	
What specific aspects of this SAP can be accomplished without additional financial resources?	

If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.

Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount		

STRATEGIC ACTION PLAN # 3

Strategic Action Plan Name: (formerly called short-term goal)	
List College goal/objective the plan meets:	College Goal #: Objective #:
Briefly describe the SAP, including title of person(s) responsible and timeframe, in 150 words or less.	
What <i>Measurable Outcome</i> is anticipated for this SAP?	
What specific aspects of this SAP can be accomplished without additional financial resources?	

If additional financial resources would be required to accomplish this SAP, please complete the section below. Keep in mind that requests for resources must follow logically from the information provided in this self-study.

Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount		

7.0 Long Term Plans

Describe the long term plans (four-six years) for your program. Please consider future trends in your narrative. Identifying financial resources needed for these plans is optional.

8.0 Self-Study Summary

This section provides the reader with an overview of the highlights, themes, and key segments of the self-study. It should not include new information that is not mentioned in other sections of this document.

**Division Deans' or appropriate Immediate Management Supervisor (IMS)
Response Page**

I concur with the findings contained in this Program Review.

I concur with the findings contained in this Program Review with the following exceptions (include a narrative explaining the basis for each exception):

Area of exception:

I do not concur with the findings contained in this Program Review (include a narrative exception):
