



Instructional Annual Program Review Update Form

BACKGROUND:

Program Review (PR) is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. The PR Update Form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.

Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.

DIRECTIONS:

This form shall be completed annually by ALL instructional programs.

- All instructional programs must submit their Annual Program Review Update Form to their dean or manager by **Friday, November 13th, 2020**.
- All deans or managers shall forward the completed form within five (5) days of the above date to the Program Review Committee Chair (**Friday, November 20th, 2020**).

SUBMISSION:

Program: _____ Division: _____ Date: _____

We have reviewed our most recent self-study and **have not identified** any significant changes that necessitate resource requests for the upcoming academic year. *(Complete only Part 1: Review of Data)*

We have reviewed our most recent self-study and **have identified** significant changes that necessitate additional resource requests, which are attached in our submission. *(Complete the entire form)*

Program Signature(s): _____ Printed Name: _____

PRC Endorsement: Yes No

Part 1: Review of Data

Institution Set Standards (ISS)

1. Use the data provided by the Office of Institutional Effectiveness (OIE) to review your course completion and success rates and provide a comparison to the Institution Set Standards for course completion and success rates.
2. If your program meets or exceeds the standard for completion and success, to what do you attribute your success? If your program does not meet this standard, please examine the possible reasons, and note any actions that should be taken, if appropriate.

Institutional Student Learning Outcomes (ISLOs)

1. Describe your program's participation in assessment of Institutional Student Learning Outcomes (ISLO's). Specifically, how does your CSLO attainment, for the courses that are mapped to the relevant ISLO, compare to Fullerton College's ISLO attainment?
2. Does the SLO data show significant achievement gaps among demographic groups in your program? If so, where are the gaps and what steps can your program take to shrink them? If not, to what do you attribute your success in minimizing the achievement gap?

Part 2: Additional Resource Request Reasoning and Support

Request Justification (Note: Expand all areas as needed to support your resource request)

Briefly summarize your new / modified resource request. Is it imperative that this resource request be processed now rather than during the next comprehensive program review?

1. If the Resource Request is personnel-related, include support and associated details/data in support of this request.
2. How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to continue or improve student learning and achievement?
3. How will this resource enhance your area or program? Have you considered the College Mission or Strategic Initiatives, physical/organizational restructuring, and or your program's goals for improvement, as stated in your last program review?

Provide any additional information that supports your request in the space below. Expand as necessary.

Part 3: Resource Request Funding

Directions:

- Complete and submit this section if you have a NEW resource request.
- Each NEW resource request must include the associated justification (Page 2).
- Complete as many resource requests, as necessary. Support each resource request with appropriate and relevant details (Page 2).

Submission:

Requested by: _____ Email: _____ Phone: _____

Division: _____ Department: _____ Total Requested \$: _____

This request is intended as an update to a previously submitted program review. List and provide the cost to implement this request. Describe equipment location and include a description of additional space or maintenance, if needed.

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

Approval:

Dean: Signature/Approval: _____ Date: _____

Rank (if appropriate): _____ Dean Priority Ranking: _____ of _____