**Administrative Unit**

**Annual Program Review (APR) Questions**

Below are the questions that will be in META for your Annual Program Review. There will be one more assessment question added that will relate to assessment findings prompting resource requests. Other changes will be grammatical adjustments to help with clarity of the question. Otherwise, this is the list of questions you will see in META.

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| Mission Statement/Strategic Goals | **Mission Statement**1. Mission Statements should include the following criteria/questions to ask in the development of your Mission Statement:* + Department/Area Mission Statement aligns with college Mission Statement
	+ Department/Area Mission Statement is student-centered
	+ How do you support the programs and services at the college to help them build or achieve student success?

If you already have a Mission Statement statements for your department/area, review it for inclusion of the above items and provide it below. If you do not have a Mission Statement, provide a new Mission Statement below using the above Mission Statement elements. **Strategic Goals**2. Strategic Goals are things the department/area needs to do in order to accomplish their Mission Statement. Strategic goals should:* + Be aligned with Campus Strategic goals and aligned with department mission statement
	+ Define what needs to be done to accomplish the Mission Statement and/or
	+ Define what needs to be done better to accomplish the Mission Statement

If you already have Strategic Goals for your department/area, review it for inclusion of the above items and provide it/them below. If you do not have Strategic Goals, provide a new Strategic Goals below using the above Strategic Goals elements.Each dept/unit/area strategic goal added will include the below drop down requirements:**Faculty and/or Staff**3. Indicate all personnel in the department/program/areaFull Time Part Time Student Worker Instructional Aid Other**Facility Usage**4. Describe the current utilization of facilities, including labs and other space.  |
| Program Overview | 1. Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer2. Describe the outcomes and accomplishments from previous year’s funded resource allocation request |
| Assessment | **Assessment**1. Describe the department's/unit’s progress on Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs) and/or Administrative Unit Outcomes (AUOs) since the last Comprehensive Program Review (CPR) or Annual Program Review (APR), including:If you are an instructional discipline and offer degrees/certificates, please describe the department progress on Program Learning Outcomes (PLOs). If you have an established assessment plan from a previous CPR, have you followed the plan? Please explain any changes to the plan that may have occurred.  |
| Resource Request  | **Resource Request**1. Resource Request Options to choose from:* Personnel
* Professional Development
* Technology
* Facilities
* Library
* Equipment
* Other

If choose “Personnel”, subcategory drop down options:* Classified Staff
* Student Worker
* Part-time Faculty
* Full-time Faculty

If choose “Professional Development”, subcategory drop down options:* Department-wide PD needed
* Individual/Personal PD needed

If choose “Technology”, subcategory drop down options:* Software
* Hardware

If choose “Facilities”, subcategory drop down options:* Classrooms
* Offices
* Labs
* Facility Improvement
* Other

If choose “Library”, subcategory drop down options:* Library Materials
* Library Collections
* Library Books, Magazines, and Periodicals

If choose “Equipment, subcategory drop down options:* New equipment
* Equipment Repair
* Upgrade of current equipment

If choose, “Other”, text box opens to write request in1. Which of your programs strategic goals will this personnel request address? 2. How will this resource request help you address the identified strategic goal(s)?3. What funding category are you requesting this come from?* SSP
* Equity
* Perkins
* Grant
* Instructional Equipment & Library Materials
* Other Funding Category

4. Total Cost  |