**Special Programs/Student Services**

**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 does the department define success in terms of the students you serve?   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.  **Faculty and/or Staff**  3. Indicate all personnel in the department/program/area  Full 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 |
| Curriculum | **Curriculum** Beginning in Fall 2021, new curriculum being developed and submitted to the Curriculum Committee must be documented in the departments Program Review. This may be specific curriculum as identified by industry need, or general industry trends the department has seen. If you are considering new curriculum, be sure to document it below.  1. Based off of your Strategic Goals, what new courses and/or curriculum does your department plan on developing? Include evidence of need. This may be based off of industry recommendations, industry advising committee approvals, technological advancements, or concrete indicators of need. Also include estimated dates for implementation of new curriculum. Keep in mind that the time from curriculum development to curriculum offering takes at least one year. |
| 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 in  1. Which of your programs strategic goals will this personnel request address?  2. How will the 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 |