**Administrative**

**Comprehensive Program Review (CPR) Questions**

Below are the questions that will be in META for your Comprehensive 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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| **TAB NAME** | **ITEMS/FIELDS IN TAB** |
| 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 Program Strategic Goals for your department/area, review it for inclusion of the above items and provide it/them below. If you do not have Program Strategic Goals, provide a new Strategic Goals below using the above Strategic Goals elements.Each dept/unit/area strategic goal ask you to align it with a College Strategic Goal and ask if the goal is new, completed, on progress or no longer applicable.**Faculty and/or Staff**3.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. |
| Enrollment Trends (Inst. And Inst.CTE CPRs only) | **Enrollment Trends**Dashboard Data links will be in META1. Using the Enrollment Trends dashboard filter to your college and subject area. Reflect on the enrollment trends over the past three years. How does the enrollment trend for your program compare to the overall college trend? What factors could be attributing to this trend? 2. Describe effective and innovative teaching strategies used by faculty to increase student learning and engagement. 3. How is technology used by the discipline, department?4. How does the discipline, department, or program maintain the integrity and consistency of academic standards with all methods of delivery, including face to face, hybrid, and Distance Education courses?  |
| Assessment & Accomplishments  | **Assessment**Administrative Unit Outcomes (AUOs) are specific, measurable statements concerning the fundamental functions of the unit, and the resulting services provided to clients. Assessment of AUOs should lead to action plans that, when implemented, are intended to lead to continued quality improvement in the services provided.**Planning**Indicate your unit’s assessment plan below, by stating your unit’s AUOs (up to three) and when you plan to assess them: ProcessBest practices for assessment include aligning your AUOs to the college mission and ILOs, planning, collaboration, and designating unit leads for specific tasks. 2. How well does your unit collaborate on assessment, rate 1 – 5 (5 being the ideal)3. How frequently does your unit meet to discuss assessment 4. If any improvements are needed to your assessment process, please describe. Use of Assessment Results and Action Plans5. What were the most important things your unit learned from assessment of AUOs? If implementation of your action plans resulted in improved outcomes and/or changes in process, briefly explain. How has assessment informed planning and goal setting in your unit? Support6. What support does your unit need from administrators and assessment coordinators to continue to make progress in assessment of outcomes and implementation of action plans? Check all that apply: Help with creating an assessment plan Help with strategizing how to make assessment work for your unit Overall understanding of assessmentTraining on how to input data in META Other |
| Resource Request  | **Resource Request**1. Resource Request Options to choose from:* Personnel
* Professional Development
* Technology and Equipment
* 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  |