**Program Overview**

**Provide your Program Mission Statement**

**List Program Total Faculty and/or Staff**   
(List will be populated in the online system)

Full-time

Part-time

**Describe your current utilization of facilities, including labs and other space**

**Students Served**

**Please include the essential functions of your department, program or unit, any unique characteristics or trends affecting the unit, as well as a description of how the unit aligns with the college mission statement.**

**Please discuss the relationship and engagement with other support services, programs, and/or instruction or administrative units and how these relationships support the department, program or unit to meet its goals.**

**Please describe how external factors (if applicable), such as State and Federal laws, advisory board recommendations, changing demographics, etc. have an impact on the support services your department, program or administrative unit provides.**

**Filter for your Service Area's Student Group in the data dashboard above. Examine the demographics of the students your Area has served over the past three years. Be sure to consider student sub-populations, particularly student status in terms of: gender, race and ethnicity, age range, veterans’ status, foster youth status, disability status, low income status. Briefly explain the changes in students served by your department or unit over the past three years and any disparities in outcomes. If there are disparities, please create an "improvement action" below to address them.**

**Does your department, program or service area provide Student Success & Support Program (SSSP) services?**

**Please provide the following information about these specific SSSP services, as applicable, for students in your program over the past three years:**

* + **# of student that completed orientation**
  + **# of students that completed assessment**
  + **# of completed Student Educational Plans (SEPs)**
  + **# of Abbreviated versus Comprehensive SEPs**
  + **Total # of follow-up services**
  + **# of Early Alert referrals**

**What has your service area done over the last 2-3 years to improve SSSP services?**

**Describe your current level of staff, including full-time and part-time faculty, classified staff, and other categories of employment.**

**Assessment**

**Review your Service Area outcomes in CurricunetMeta**

**Where are the program level outcomes and/or service area outcomes published?**

Program or Service Area Website  
Bulletin Boards Near Program or Service Area  
Course Catalog  
Other, Please Describe

* + **If you chose website, please specify URL**
  + **If you chose other, please provide more information**

**Briefly describe at least three of the most significant changes/improvements your department, program or service area made in the past three years as a response to analysis and discussion of program level outcomes and/or service area assessment results. Please state the service area outcome and assessment cycle (year) for each example.**

**Briefly describe three of the most significant plans for service area improvements for the next three years as a result of what you learned during the assessment process.**

**What do members of your service area do to ensure that meaningful dialogue takes place in both developing and assessing your service area outcomes?**

**Briefly describe the results of any student satisfaction surveys or college surveys that included evaluation and/or input about the effectiveness of the services provided by your department, program or administrative unit. How has this information informed department, program or administrative unit planning and goal setting?**

**How do you know that your program is effective? What are the indicators that measure your effectiveness? What are the expected results of these indicators?**

**Engagement**

**Discuss how administrators, staff and/or faculty have engaged in institutional efforts such as committees, presentations, and departmental activities. Please list the committees your staff participate in.**

**Discuss how the administrators, staff and/or faculty have engaged in community activities, partnerships and/or collaborations.**

**Discuss how adjunct faculty members are included in departmental training, discussions, and decision-making.**