Program Review Report - Adminstrative Services Year: Program: Program Information Program Review Authors (include names and campus locations): Program Director's Signature: Date:

Date:

Primary Function:

Vice President's Signature:

State briefly how the program functions support the college mission.

State briefly program highlights/accomplishments:

Critical Reflection of Assessment Activities

Assessment Data

2.0 Administrative Area Outcomes

Administrative Area Outcomes are clear and concise statements about the impact of the work performed by your program. They include events that occur outside of the classroom that complement academic programs and enhance the overall educational experience of students.

Here are examples from a marketing, information technology, and institutional research program:

"The community is informed about opportunities available to them...."

"Faculty are provided with the resources necessary to effectively deliver online courses..."

"Administrators will have the data they need to effectively schedule classes and"

| List your Administrate Area Outcomes: | |
|---------------------------------------|--|
| 1. | |
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| 2. | |
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| 3. | |
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Assessment Plan and Results.

Provide an explanation of how you evaluated your Administration Area Outcomes last year. Describe the results of these evaluations. If your admin area outcomes and assessment schedules have been updated or changed in the last year, explain in detail how the assessment outcome(s) will be measured moving forward.

| | | you plan to make this you the planning section. | year as a result of these assessments. |
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| | | Evaluation of Previous Plans | |
| | | | review and their current status. What pleted? Include the impact of |
| completed as | nd uncompleted plans | | |
| was discarde | | | n the current status, or whether the plar |
| Number | Program Plans | Current Status | Describe Impact of Action |
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3.2 Describe how resources provided in support of the plan(s) contributed to program improvement:

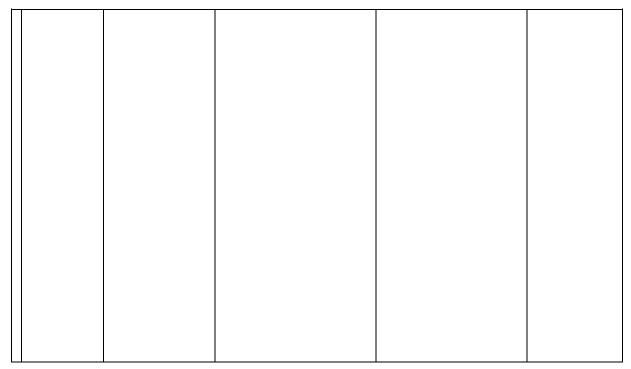
Planning

4.1 Program Plans

Based on data analysis, student learning outcomes and program indicators, assessment and review, and your critical reflections, describe the actions to be taken for the next academic year in order of importance (from #1 at the top = highest priority and down from there).

Please be specific. This section and section 6 should include a detailed justification so that the resource prioritization committees understand your needs and their importance. Plans should be actionable, measurable and not just resource requests.

| # | Program Plans | Related Institutional Planning Goals | Relationship to Previous Assessment | Expected Impact on Program/Student Learning | Resources Needed |
|---|------------------|--|--|---|---------------------|
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The vision for success goals are institutional planning priorities for the next several years. Please comment on how your area is planning to address the following during this academic year:

- 1. Increase the number of completers (including AA-T degrees, AA/AS degrees, and certificates)
- 2. Decrease the number of average total units a student must take to complete (For example, a discussion of Guided Pathways work in your area might be appropriate here, or larger efforts your area is undertaking to decrease total units to completion)
- 3. Equity (What is your area doing to promote equity across student groups?)
- 4. Increase the number of students finding living-wage work in a related field of study (CE areas only need to complete this section)

Resource Requests

5.0 Planning Related, Operational, and Personnel Resource Requests. If required by law, mandate or ACCJC accreditation, please explain.

Requests must be accompanied by an action plan in the previous section.

Requests should include estimated costs. Submit a support ticket if you do not know the estimated costs.

If you are requesting personnel resources, you must also include the 'Request for Faculty or Staffing' forms, located at https://www.redwoods.edu/program-review/
Submit one form for each request.

| Action # | Request | Type of Request | Amount | Annual Costs | Consultation | Contact Name/Email/Phone |
|----------|---------|--------------------|--------|-----------------|--------------|-----------------------------|
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Provide any constructive feedback about how this template or datasets could be improved.

How much do you agree with the following statements?

This year's program review was valuable in planning for the ongoing improvement of my program.

Analysis of the program review data was useful in assessing my program.

PRC Response

