

WLAC Unit Plan Form 1
Unit/Divisional Assumptions/Trends/Program Review Findings

Unit: _____

Date: _____

Please list assumptions or trends (from research data and program review findings) unique to your area that are likely to influence your division. You may want to describe how the nature and needs of students in your service are changing, etc. Please break the answers down by general or program/discipline specific. These are "outside" influences, such as trends in students' goals, demographics, and demand. Also, consider such trends as degrees and transfer requirements, certificates, job market and continuing education demands.

A. Assumptions/Trends/Program Review Findings	B. General	C. Program/Discipline Specific
INTERNAL		
- Nature and Needs of Students		
- Others		
EXTERNAL		
- Students' Goals		
- Demographics		
- Demand		
- Degree and Transfer Requirements		
- Certificates		
- Job market		
- Continuing Education Demands		
- Others		

Unit Plan Form 2
West Los Angeles College
Unit/Divisional Objectives and Program Review Findings

Unit: _____

Date: _____

A. College Master Plan Goals	B. Specific College Master Plan Objectives and/or Program Review Findings Addressed	Unit/Divisional Objectives to Fulfill College Master Plan Goals (G), Objectives (O) and Program Review (PR) Findings		E. Measurable Outcome
		C. ONGOING (from prior year Unit Plan)	D. NEW	
I. Enhance Student Success				
II. Develop and Improve Programs and Services				
III. Ensure Institutional Effectiveness				
IV. Provide an Effective Learning Environment				
V. Develop and Promote Campus and Community Relations				
VI. Ensure Fiscal Stability				

**WLAC Unit Plan Form 4
Unit/Divisional Implications**

Unit: _____

Date: _____

Unit Strategy and/or Task:
(from Form 3, col. B): _____

Priority Number: : _____

In each area below, please indicate the resulting short-term (1 year) and long-term (3-year) implications and estimated costs required to undertake strategies and task to achieve the objective or implement the program review findings.

Areas	1 Year Implications	Estimated Cost	3 Year Implications	Estimated Cost
A. Proposed service, program or course curricula changes/additions/deletions				
B. Proposed staffing changes/additions/deletions				
C. Proposed equipment (major) changes/additions/deletions which will be needed to support the aforementioned changes				
D. Facilities implications; i.e., facilities alterations and improvements				
E. Implications on other units of the college				

JUSTIFICATION:

**WLAC Unit Plan Form 5
Unit/Divisional Budget**

Unit: _____

Date: _____

Cost Center (use form for each cost center)

In each area below, please record your 2004-2005 operation budget based upon current 2003-2004 budget. Provide a summary or description of the GL Accounts and explain accounts that will be reduced.

Areas	Description	Budget	Description of Reduction	Total Reduced Budget By 5%
A. 10000 Certificated Salaries				
B. 20000 Classified Salaries				
C. 30000 Employee Benefits				
D. 40000 Supplies and Materials				
E. 50000 Other Expenses				
F. 60000 Capital Outlay				

JUSTIFICATION: