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Much of Resources and Planning and Budget will be replaced with an enhanced PCC software

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I. Department Mission
   a. Describe how the department missions statement aligns with college mission statement

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II. Department Overview - [review this section]
   a. Response to Demand
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Section 3. Unit Planning and Budget Prioritization

[Much of Resources and Planning and Budget could be replaced with an enhanced PCC software]

VII. Resources: Personnel, Equipment and Facilities
   a. Personnel / Staffing
      i. Administrators
      ii. Classified Staff
      iii. Student Workers
      iv. Projected retirements
b. Equipment – get from college-level department that records receiving equipment
c. Facilities

VIII. Planning and Budget
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b. Past Planning Goals
c. Service Area Planning Assumptions
   i. Expected demand
   ii. Anticipated funding trends
   iii. Anticipated technological trends
   iv. Anticipated trends in student needs and/or demographics
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         1. Fall to Spring
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      ii. Off campus/on campus
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IV. Student Learning Outcomes and Assessment
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V. Program Effectiveness
a. Student Satisfaction Survey  
b. Faculty/Staff Program Assessment Survey  

VI. Program Outreach  
a. Standing committees  
b. Intra-college collaboration  
c. External connections  

VII. Professional Development Activities  

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VIII. Resources: Personnel, Equipment and Facilities  
a. Personnel  
b. Equipment – get from college-level department that records receiving equipment  
c. Facilities  

IX. Planning and Budget  
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X. Final Summary  
a. Program Strengths  
b. Program Weaknesses  
c. Additional Comments  

Section 4. Validation Review  

XI. Deans Review and Recommendations  

Section 5. Process Assessment and Modification
I. Single sign on within a college

II. Ability to upload documents to a document repository

III. Links to documents? Problems – have to set up separate area for static documents, or else documents might change or be lost

IV. Reporting functionality – base on the PCC model
   • Report by funding source
   • Type of request
     • Equipment
     • Faculty/staff
     • IT
   • Strategic goals
   • List of actions taken

V. Annual PR contents
   • Enrollment management data
   • SLO – development, assessment
   • Annual budget request – connected with dept goal, and strategic/ed master plan goals
   • Display college mission statement at top of pr

VI. Links between SLO assessment and PR goals and activities

VII. Roll over from year to year

VIII. College program review software administrator identify:
   • College organizational structure as it relates to program review
   • Courses to include with specialized programs
   • Comprehensive program review elements
   • Biennial program review elements
   • Annual program review elements

IX. Accreditation linkages
   • Reporting capability
   • Document repository

X. Work flow for validation and approval process includes email notification of next action required

XI. Document actions taken as result of program review and SLO assessment
Online Program Review

Campus Administrator Role to Configure College Application

1. Set up campus division, department, program structure for program review completion
   a. Set up specialized programs, i.e. PACE based on section numbers; IDWG grouping of departments by Dean
2. Set up calendar and deadlines for program review completion
3. Set up approval/validation review hierarchy
4. Set up individual access authorizations (based on phone list)
5. Set up college planning goals (strategic plan, ed master plan, others)
6. Select optional sections of program review to include in the college document
7. Roll over plans from year to year
8. Input any campus-specific guidelines for people to use in completing the reviews