**Administrative Unit Program Review Criteria- 2023/2024**

# Note to Preparers:

Please complete this form that includes the Program Review criteria for an administrative program review, to be completed every four year (4-year cycle). One of the major functions of Program Review is to ensure that all work units of the Evergreen Valley College are aligned with its goals. The college’s goals are set forth in its Mission and Strategic Initiatives, which are expressed in the narrative below. Additional information, including a submission timeline (**Due November 30th)** and samples of recent Program Reviews, are available in CurriQunet, and on the college website [https://www.evc.edu/why-evc/accreditation/institutional-effectiveness/program-review.](https://www.evc.edu/why-evc/accreditation/institutional-effectiveness/program-review.%20) If you have any questions, please feel free to contact EVC’s Institutional Effectiveness Committee (IEC) chair.

After your submission to IEC, members of the committee will provide feedback to assist you in preparing a final version. The review committee will consist of IEC members. The review committee will make a recommendation and your Program Review will precede to College Council and the EVC President for his/her final approval. Completed/approved Program Reviews will be eligible to participate in resource allocation through the allocation process in the College Budget Committee.

Premises of Service Area Outcomes Assessment Cycles

* Learning takes place every time a student comes in contact with a service or activity at Evergreen Valley College.
* SAOs are Evergreen Valley College’s commitment to an ongoing, cyclical, improvement process.
* Service Area Outcomes (SAOs) create and sustain the learning environment.

# Evergreen Valley College’s Mission:

Evergreen Valley College guides all students to pathways that reach their educational and career goals through equity-centered, innovative academic programs and support services. By creating a learning environment where everyone feels welcomed and supported, we are committed to a culture of inquiry, growth, and respect that creates an equitable society in which all can participate and prosper.

# Strategic Initiatives:

1. Student-Centered: We provide access to quality and efficient programs and services to ensure student success. Areas of focus are:
	* Access
	* Curriculum and programs
	* Services
2. Community Engagement: We will transform the college image and enhance partnerships with community, business and educational institutions.

Areas of focus are:

* + Increase visibility
	+ Develop strategic partnerships
	+ Building campus community
1. Organizational Transformation: We create a trusting environment where everyone is valued and empowered. Areas of focus are:
	* Communication
	* Employee development
	* Transparent Infrastructure

Administrative Unit Name:

## Last Program Review:

## Current Year Program Review:

## Preparers’ Name(s):

## Area Manager:

## Department Overview

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| 1. Please describe the functions of your department. Feel free to use a bulleted list for ease of reading.

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| 1. Use the table below to describe current department staffing including whether they are filled or vacant.

|  |  |  |
| --- | --- | --- |
| Position Type | # Assigned to the Department | # Actually staffed |
| Classified Full Time |  |  |
| Classified Part Time Permanent |  |  |
| Classified Part Time Hourly |  |  |
| Administrators |  |  |
| Other (please specify) |  |  |

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| 1. List department goals. For all follow-up Program Reviews, please provide an update on the department’s progress on achieving its department goals set during the last program review cycle.
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| 1. If you received resource allocation for your last program review cycle, please indicate the resources you received and how these resources were utilized to impact student success and / or improve unit services. (The resources can be personnel or fiscal).
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| 1. Please state any recent accomplishments for your department; making sure to connect each accomplishment to the College’s mission and strategic goals.
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## PART A: Service Area (Department) Effectiveness

## Service Area Outcomes-

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| 1. List the department’s Service Area Outcomes. (**See the supplemental guide to SAOs for information on how to create an SAO; your department should have 2 to 3 SAOs and at least one must be process outcome**).
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| 1. Since your last program review, summarize SAO assessment activities and results. Please include dialogue regarding SAO assessment results with division/department/college colleagues and/or GE areas. Provide evidence of the dialogue (i.e., department meeting minutes or division meeting minutes…)
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| 1. What plans for improvement or changes have been implemented to your program as a result of SAO assessment? Please share one or two success stories about the impacts of SAO assessment on student learning.
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## PART B: Budget Planning

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| 1. List any changes to budget since the last program review.
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## PART C: Technology and Equipment

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| 1. List any changes to technology of equipment since the last program review.
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## PART D: Additional Information

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| Please provide any other pertinent information about the program that these questions did not give you an opportunity to address. |

## PART E: Future Needs and Resource Allocation Request:

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| Based on the areas noted below, please indicate any unmet needs for the program to maintain or build over the next six years. Please provide rationale on how the request connects back to SAO assessment, strategic initiatives or student success. If no additional requests are needed in any of the areas, put N/A. |
| Staffing requests | Ongoing Budget Needs:One-time Expenditure: | **Total Estimated Cost (Salary and Benefit):** | Request linked to:SAO #: Strategic Initiatives (student centered, organizational transformation, community engagement):Improving Student success rates:Achievement of program set standard(s) for student success: |
| Facilities | Ongoing Budget Needs:One-time Expenditure: | **Total Estimated Cost:** | Request linked to:SAO #: Strategic Initiatives (student centered, organizational transformation, community engagement):Improving Student success rates:Achievement of program set standard(s) for student success: |
| Technology(Considerations: keep in mind accessibility of all technology requests so that it is 508 compliant)  | Ongoing Budget Needs:One-time Expenditure: | **Total Estimated Cost:** | Request linked to:SAO #: Strategic Initiatives (student centered, organizational transformation, community engagement):Improving Student success rates:Achievement of program set standard(s) for student success: |
| Equipment/Supplies | Ongoing Budget Needs:One-time Expenditure: | **Total Estimated Cost:** | Request linked to:SAO/ #: Strategic Initiatives (student centered, organizational transformation, community engagement):Improving Student success rates:Achievement of program set standard(s) for student success: |