



INSTRUCTIONS FOR COMPLETING ANNUAL PROGRAM REVIEW TEMPLATE

Annual priorities and needs shall be made known to the Strategic Planning Committee and the Budget Committee by means of an Annual Program Review. Each academic division, instructional support unit, student services department, and administrative office shall submit an annual program review using the Annual Program Review Template. Based on existing Comprehensive Program Reviews and linking with other college Master Plans, these annual reviews will provide a progress report on the previous year's objectives, outline objectives and an action plan for the current year, and a proposed budget for the following year.

DEADLINE FOR SUBMISSION:

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1. Answer all questions and/or fill in all tables as concisely and completely as possible.
2. Click in each gray box to type in the requested information. The box/table will expand to accommodate what is typed.
3. In the sections, *Assessment of Past Progress* and *Current Year Progress and Objectives*, the tables can be copied to accommodate all objectives you wish to address. To copy a table, highlight the entire table by clicking on the box with the cross that appears at the upper left side of the table. Then copy and paste the table in the space below your last objective. Don't forget to re-number your objectives appropriately. Also, if you leave one line space between tables, they will not merge together.
4. To expand the rows of the table in the section, *Budget Requests for Next Year*, simply tab at the end of the last row and another full row will appear.
5. Examples of supporting documents per Management Area are as follows:

Administrative:

- Most recent Comprehensive Program Review
- Latest relevant institutional research,
- Audit recommendations/findings,
- Accreditation recommendations/standards,
- External reports, etc.

Instruction:

- Enrollment per class for [prior year]
- WSCH per class [prior year]
- Success by gender per class [prior year]
- Success by ethnicity per class [prior year]

Student Services:

- Program or Service Area Mission/Vision Statement
- Institutional Research Data Set for Student Services
- Appropriate Survey, Questionnaire, and Focus Group Results