



COMPREHENSIVE PROGRAM REVIEW

[PROGRAM/SERVICE AREA]

[DATE]

As part of institutional planning, Comprehensive Program Review will be completed every three years for each Administrative Services program/area/office. To tie institutional planning to the budget process, Annual Program Reviews for each program will be updated every fall semester. This template will be used for the Comprehensive Program Review process and resulting documents may be attached or incorporated into the Annual Program Review.

MISSION & VISION STATEMENTS

State the mission and vision for the program or service area. This statement should make clear the way(s) in which the program serves the College Mission.

SUMMARY OF RESPONSIBILITIES/SERVICES PROVIDED

In a list format provide a brief description of responsibilities/services provided by the program or service area.

STAFFING PATTERNS

List staffing patterns within the program or service area. For example: an organizational chart.

VARIABLES AFFECTING STUDENT LEARNING

Describe the ways in which the department/program and its services affect student learning at FRC.

RESEARCH AND DATA TOOLS

List data tools utilized and research conducted—surveys of service users, etc.; include professional standards/benchmarks or information from outside agencies, if appropriate.

PROGRAM EFFECTIVENESS

Based on data identified above, conduct a self analysis. Within the analysis be sure to include accomplishments, services in need of improvement, and the adequacy of resources for achieving program/service area goals.

GOALS AND OBJECTIVES FOR THE NEXT THREE YEARS

Provide an action plan with goals and objectives for the next three years.

RECOMMENDATIONS

Make recommendations for improving program effectiveness.

APPENDIX

Include all supporting documents.

Examples:

- College Mission Statement
- Institutional Research Data
- Survey, Questionnaire and/or Focus Group Results
- Regional or National Standards in the Program or Service Area
- Audit Sections Showing Audit Recommendations or Findings
- Consultant Reports