As part of institutional planning, Comprehensive Program Review will be completed every four 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