

This template can be used to gather all of the information needed for your Annual Program Review (APR) submission. Unfortunately, the online form does not allow users to save incomplete submissions. APRs are due at close of business on 11/10/2023 by submitting the online form [here](https://frcforms.forms-db.com/view.php?id=164397).

**Annual Program Review Working Template**

**(To Aid in Online Submission)**

**Name of Program/Department/Service Area:**

**Name of Person Submitting this Review:**

**Fund code:**

**Organization Code:**

**Program Code:**

**Management Area (check one):** [ ]  **Administrative Services**

**[ ]  Instruction**

[ ]  **Student Services**

**Next Year’s New Objectives (fiscal year 2024-25)**

In the box(es) below, describe the objectives and tasks planned for the 2024-25 year. (You may continue objectives from the prior year.)

Note on review process: criteria used in prioritization of requests include the overall financial impact of the request, whether or not the request represents an uncontrollable increase, the request’s impact on safety, the request’s impact on student attraction, the request’s impact on student success and retention, the request’s impact on student learning, the request’s impact on improving employee effectiveness, and the feasibility of the request.

Note on personnel requests: if your APR includes personnel requests you are required to complete an personnel requisition. Please contact Human Resources so they can help you create a personnel requisition that will be used to organize personnel requests. Requests should be sent to hr@frc.edu, the form can be found [here](https://www.frc.edu/humanresources/files/documents/Requisition%20Fillable.pdf).

The online form supports up to 12 objectives and 12 budget requests. If more of either are required (within the same combination of Fund/Organization/Program Code) an additional form can be submitted referencing objectives from a prior submission and it will be linked on the back end. Copy this page as many times as needed.

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| **Objective:**  | **Action Plan and timeline (include who is responsible):** |
| **Connection to results from assessment of student learning and/or other plans:** |
| In the table below fill in the appropriate account code and determine one-time or on-going (these will be dropdowns in the online form). Enter your adopted budget and year-to-date expenses from banner self-service, along with a brief summary of the request (100 characters or less). |
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| --- | --- | --- | --- | --- | --- |
| Account Code and Title | Adopted Budget | Year-To-Date Expenses | One-time or On-going | Proposed Budget Increase | Brief Summary of Request |
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| **If new resources are requested, address the following criteria:** |
| Uncontrollable Increase:  |
| Safety:  |
| New Student Attraction:  |
| Student Success and Retention:  |
| Relation to Student Learning:  |
| Support for employees to be effective:  |
| Feasibility:  |

**Optional Reflection on Prior Year Objectives/Goals and/or Multi-Year Planning**

Capture longer-term program changes and needs that may aid the Strategic Planning Committee in its review of your APR. This can include significant changes that have occurred or are expected since the last comprehensive program review. If utilized, this information will be provided for future Comprehensive Program Reviews (CPRs)

Optional CPR Summary Update:

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**Appendix**

Attach supporting documents as appropriate.

You will be able to upload documents at end of the form by selecting files from your local machine or other connections (e.g., OneDrive, S Drive, etc.)