

## Program Review Check List 2008/2009

Before turning in your Program Review please check that you have used the correct format and:

- Entered the name of the unit and the name of the person who typed the document.
- Entered the date of the department/unit/discipline review meeting
- Listed the names of everyone who participated in the process (including student/faculty/classified as appropriate)
- Attached the data/graphs/documentation that supports the responses to program review items. Note: If there is not data or documentation include anecdotal information as appropriate.
- Responded to all questions. Note: Remember that the committee may not be familiar with your unit; include details and self-reflection in each response. Define any acronyms used in your document.
- Provided the unit's mission statement. Note: If the unit does not yet have a mission discuss the unit's plans for developing one.
- Included a discussion of how the mission or the unit supports the college mission and vision. Note: If the unit does not have a mission, describe how the unit supports the overall college mission and vision
- For non-instruction units, included a description of the structure of the unit. How it relates to, and works with other campus units. How it is funded.
- Discussed the population served by the unit in comparison to the overall campus population. Note: If the unit is not currently formally collecting access data, use anecdotal as appropriate.
- Provided a comparison to similar units at other institutions, field, programs.
- For non-instruction units, included discussion of how the unit supports the college and its learning environment. Included copy of unit's goals and objectives. Discussed how the goals were developed. Measured.
- For instruction units, provided copy of SLOs. Discussed measurement and use of SLOs.
- Included any changes the unit determined were appropriate after reviewing comments from the supervisor/dean/director.

When you have completed your document and used this checklist to verify the steps, please submit your final document in electronic format to the Director of the Office of Research and Planning and the faculty co-chair of the Planning and Budget Committee (for 2008/2009 C. Pace-Pequeño). Also send a printed copy together with all data/documentation to the faculty co-chair of the Planning and Budget Committee.