

Crafton Hills College Annual Planning

Year:

Name of Unit: _____

Name of person preparing document:

Date of unit meeting to review document:

Names of those who have reviewed this completed document:

Reviewer Name	Reviewer Position/Function

(Note: Include when possible all members of the unit, a student or other client, and others outside the unit in the preparation and review of this document.)

As you answer the following questions, please draw on both quantitative and qualitative evidence.

The Office of Research and Planning (ORP) provides every instructional unit with a *Planning and Program Review Data* report containing information on student demographics and several effectiveness measures. If you have questions about the report, please contact ORP.

Noninstructional units that need assistance in obtaining or interpreting data, and instructional units that need additional data, should also contact ORP.

Please consult the *Integrated Planning and Program Review Handbook* for detailed instructions.

1. Have there been any changes in your program over the past year that have had a significant impact on its goals and/or effectiveness? If so, please describe the changes and their impact.
2. Please summarize the results of program effectiveness measures you have applied since your last program review.
3. Based on these results, what conclusions have you drawn about your program's progress since the last program review? Include as appropriate such areas as student performance, SLO/SAO cycle and results, curriculum, scheduling, alternative modes of delivery, outreach, partnerships, best practices, efficiency in using resources, group dynamics, strengths, weaknesses, innovations, etc.
4. Please provide a status update on meeting the program goals and objectives identified in your last Three-Year Action Plan.
5. Complete the Three-Year Action Plan, entering the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. Enter the goals in priority order, with Goal 1 being most important, and assign an overall priority to each objective. You may create new goals and objectives, and/or you may carry over goals and objectives from last year in original or modified form. In addition, enter any resources required to achieve each objective.
6. If there is anything else you would like the committee to take into consideration in evaluating your annual plan, please describe it.