

Annual Planning

Year:

Name of Discipline/Department/Planning Unit:

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Name of person preparing document:

Date of Discipline/Department/Planning Unit meeting held to review document:

Names of those who have reviewed this completed document (Include a student and classified staff in your review if possible)

_____	_____
_____	_____
_____	_____

As you answer the following questions, please draw on both quantitative and qualitative evident. If you need assistance in identifying sources of data, tables, graphs and other quantitative information please contact the Office of Research and Planning.

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 program goals and objectives.
5. On the Three Year Action Plan worksheet please enter in updated priority order, the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. 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.