

Annual Planning

Note: Be sure to enter all the information requested at the top of the Annual Planning form:

- *Plan Name*
- *Principal Preparer*
- *Progress Report Preparer*

The questions themselves are shown in *italics*. Comments and suggestions follow some questions, in roman type.

1. *Have there been any changes in your program over the past year that has had a significant impact on its goals and/or effectiveness? If so, please describe the changes and their impact (Please refer to questions 1 and 2 in your most recent program review).*

COMMENTS AND SUGGESTIONS

- Changes in your program might have occurred in the following areas:
 - Organization, mission, whom you serve, services provided and how you provide them, etc.
 - Budgetary constraints or opportunities, service area demographics, requirements of four-year institutions and/or prospective employers, job market, developments in the field, competition from other institutions, requirements imposed by regulations, accreditation, etc.
- 2. *Outcomes Assessment Reporting – Please use the following tool to report each course or program that was assessed this year, the type of outcome assessed, and the ILO the outcome maps to. In addition, also provide the [Five Column Assessment](#) information in the spaces provided: learning outcomes statement, means of assessment, criteria for success, summary of evidence, and the use of results. If you prefer, the Five Column Assessment information can be attached as a separate document. Additionally, other supporting documents that you wish to include can also be attached to the outcome.*
- 3. *Please summarize the progress your program has made on SLO/SAO measures you have applied since your last program review and any improvements made by your program as a result of the outcomes assessment process (Please refer to questions 3 and 4 in your most recent program review). In addition, please describe your plan for assessing the SLOs/SAOs you have not assessed at this time.*

COMMENTS AND SUGGESTIONS

- Summarize the highlights or most important results of the outcomes assessment process in your program, including the results of any assessment of SLOs/SAOs.

4. *Pick the question that applies to you: a. Instructional or b. Non-instructional*
 - a. *Instructional: After reviewing the annual data provided by the Office of Research and Planning (OIERP), are you on target to meet the goals that you set in questions 6.a.i – 6.a.v (completion, success, full-time/part-time faculty ratio, WSCH/FTEF ratio, and fill rate) in your most recent program review? If you did not set targets in your prior plan please include them in this annual plan.*
 - b. *Non-Instructional: Are you on target to meet the goals that you set in questions 5.a – 5.c for non-instructional programs (Additional Program Effectiveness Measures and Program Effectiveness Criteria) in your most recent program review? If you did not set targets in your prior plan please include them in this annual plan.*

COMMENTS AND SUGGESTIONS

- Please be specific in your descriptions and analysis, and use concrete examples.
 - If your findings indicate the need for new or revised goals or objectives, be sure to include them in your *Annual Plan*.
5. *Please provide a status update on meeting the program goals and objectives identified in your last program review (Please refer to question 10 in your most recent program review).*

COMMENTS AND SUGGESTIONS

- Please list the program goals and objectives your unit adopted in its last *Four-Year Action Plan*, and briefly describe your current progress on each goal and objective.
 - If you did not complete a *Four-Year Action Plan* last year, please indicate that, and skip to the next question.
6. *Revise and update as needed the Four-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. Please refer to question 10 in your most recent program review. (Click here to see a definition of [goals](#), [objectives](#), [actions](#), and how they work [together](#).)*

COMMENTS AND SUGGESTIONS

See *Four-Year Action Plan Questions* above.

7. *If there is anything else you would like the committee to take into consideration in evaluating your annual plan, please describe it.*

COMMENTS AND SUGGESTIONS

You are free to include any information about your program that you wish in this section.