

Welcome, Erica

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Program Review Main Menu

Review Title
 Business Services 07/04/2016
 Pending
 Erica LeBlanc
 Annual

Co-Contributor(s)
There are no Co-Contributors for this program review.
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Help

Program Review is a mandated process that is integral to institutional planning. The Academic Senate Joint Program Review Committee is responsible for the process, which falls under the purview of the 10+1 areas of faculty responsibility.

All institutional programs and departments are required to engage in meaningful program review, and according to the [Accrediting Commission for Community and Junior Colleges](#), the program review processes at all institutions are expected to be at the "Sustainable Continuous Quality Improvement Level" for both instructional and non-instructional programs and services.

When all sections are

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Program Description and Goals

This section addresses the big picture. Prompts should help you describe your program and goals and the relationship to the institutional mission, vision and goals, and how the program is funded.

1. Describe the program and/or service area under review and how the program supports the mission of Santa Monica College.

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<div style="position: absolute; top: 50px; right: 50px; border: 1px solid gray; padding: 5px;"> Cut (Ctrl+X) Copy (Ctrl+C) Paste (Ctrl+V) Insert/Edit Image Alignment Insert/Edit Table </div>		

2. Identify the overarching goal(s) or charge/responsibilities of area. If appropriate, include ensuring/monitoring compliance mandates.

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3. If your program receives operating funding from any source other than District funds identify the funding source. If applicable, note the start and end dates of the funding (generally a grant), the percentage of the program budget supported by non-District funding, and list any staff positions funded wholly or in part by non-District funds. Do not include awards for non-operational items such as equipment (ex. VTEA) or value added activities (ex Margin of Excellence).

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Help

Click on the **Question Mark Icon** under each question on the left to get more help on answering that specific question.

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Program Evaluation

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In this section programs/units are to identify how, using what tools, and when program evaluation takes place. Evaluation must include outcomes assessment as well as any other measures used by the program. Please use Section D to address program responses to the findings described in this section.

Programs/units with multiple disciplines or functions may choose to answer the following questions for each area. If this is your preferred method of responding, begin by selecting a discipline/function from the drop down, answer the set of questions and click "Save", your answers will be added to the bottom of page. Do this for each discipline/function. If you would like to answer the questions once, choose "Answer Once" from the drop down.

How would you like to answer these questions?

Answer Once

1. List your administrative unit UOs.

UO statements focus on service or operational outcomes such as:

- Volume of unit activity
- Efficiency (responsiveness, timeliness, number of requests processed, etc.)
- Effectiveness of service in accomplishing intended outcomes (accuracy, completeness, etc.)
- Compliance with external standards/regulations
- Client/customer satisfaction with services

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2. What other evaluation measures does your administrative unit use to inform planning? (For example, completion of program goals, program activity, content review, opinions of clients, etc.) Note your target goals and whether your unit is meeting them.

Paragraph
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All entries must be complete before this page may be marked as finished. For 'Answer Once', you must save the page first. If you are answering by Discipline, you cannot mark the page as finished when you are editing a record.

Saved Information For Program Evaluation

Action	Area/Discipline Information Pertains To	Completed
	<i>No information has been saved.</i>	

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Help

Click on the **Question Mark Icon** under each question on the left to get more help on answering that specific question.

You must choose whether you want to answer the questions once, or individually by discipline/program area before the questions are shown.

Each set of answers will have to be saved and then click **complete** before this section can be **Finished**.

Click the **More** button to find out more about this section and how to get program data, including important web links.

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Objectives

As part of the planning process, programs are expected to establish annual objectives that support the program's goals. Please document the status of the program/function's previous year's objectives. Add comments if you feel further explanation is needed.

Objective

Completed
 In Progress
 Eliminated

Comments:

Objectives

No Objectives have been defined

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Help

Once you have set program objectives, you will report on past objectives here. (See *D2 Objectives* for the format of the objectives.)

All of the past year objectives that have been entered into CurricUNET will be found in this field after using the copy function on your previous year's program review. Report on the progress of each objective here, in turn.

If you have previously set yearly objectives, but have not entered them into the online CurricUNET platform, you can type them here and report on their progress.

If you have not previously set yearly objectives, leave this section blank.



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Current Planning and Recommendations

The following items are intended to help programs identify, track, and document unit planning and actions and to assist the institution in broad planning efforts.

1. Identify any issues or needs impacting program effectiveness or efficiency for which institutional support or resources will be requested in the coming year. [This information will be reviewed and considered in institutional planning processes but does not supplant the need to request support or resources through established channels and processes].

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2. If applicable, list additional capital resources (facilities, technology, equipment) that are needed to support the program as it currently exists. [This information will be reviewed and considered in institutional planning processes but does not supplant the need to request resources through established channels and processes].

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3. If applicable, list additional human resources (staffing, professional development, staff training) needed to support the program as it currently exists. [This information will be reviewed and considered in institutional planning processes but does not supplant the need to request resources through established channels and processes].

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Help

Click on the question mark under each question for suggestions on how to answer.

This section is for short term planning, specifically over the next program year.

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Empty text area for question 3.

4. If applicable, note particular challenges the program faces including those relating to categorical funding, budget, and staffing.

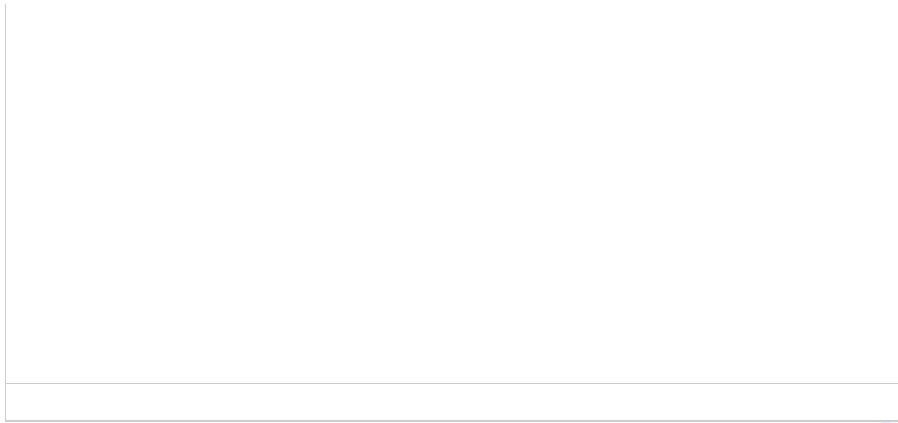
Rich text editor for question 4 with a toolbar containing Paragraph, Font Family, and Font Size options, and a green checkmark icon.

5. Summarize any conclusions and long term recommendations for the program resulting from the self evaluation process.

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6. Please use this field to share any information the program feels is not covered under any other questions.

Rich text editor for question 6 with a toolbar containing Paragraph, Font Family, and Font Size options, and a green checkmark icon.





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