



[Program Name]

materials? For CTE programs, is the cost of the program proportionate to the eventual prevailing wages? If materials fees are charged, how does the program guarantee that they are in compliance with regulations? Are materials fees indicated on the course outline?]

Part 3 – Currency

1. Staffing

[Summarize data on staffing over the prior six semester period, including full-time and adjunct FTEF, full-time and adjunct productivity. Include the full staffing data in the supporting documentation. Questions for analysis: What trends do the data suggest? Are current staffing levels adequate and appropriate?]

2. Professional Development

[Explain professional development needs of the faculty and staff in the program. Describe what mechanism the program faculty use to engage in dialogue about identifying professional development needs. Questions for analysis: Does the program faculty partake in common professional development for the improvement of the program? Are these different for on ground and onsite? How are professional development needs met?]

3. Facilities and Physical Resources

[Describe the state of facilities and equipment used by the program. Explain by what criteria and with what process the department evaluates its facilities and equipment. Questions for analysis: Are facilities safe and sufficient to support and assure the integrity and quality of the program? Is access assured for all facilities? Is equipment adequate? Is it sufficiently modernized?]

4. Technology

[Describe the state of technology resources used by the program. Explain by what criteria and with what process the department evaluates its technology resources. Explain how instructors receive training in the effective application of information technology required by the program. Questions for analysis: Are technology resources sufficient enough to assure the integrity and quality of the program? How does the department make decisions about technology needs, services, facilities, hardware, and software?]

5. Marketing

[Aside from the program page on the college website, how else is the program publicized or marketed to potential students? Questions for Analysis: Is the program information in marketing materials clear and accurate? Is the program described in terms of purpose, content, course requirements, and expected learning outcomes? Is gainful employment information provided (if applicable)? Is marketing needed?]



[Department/Unit Name]

4. Department Relationships and Impact

[Describe the relationships the department has with other departments in the college, district, or community. How well are these relationships working or not working? Does overlap exist with any of these departments? If so, how are issues of overlap addressed? What impact does this department have on other departments and services within the college, district, or community? Are there relationships the department does not have that it should in order to serve recipients better?]

5. Service Recipients

[Provide a brief description of the constituents who receive and benefit from the department's services. What is the target population being served? Who are the primary users of the department's services? Are there changes in recipients' needs?]

6. Usage and Satisfaction Data

[Present and analyze results from usage data and service recipient satisfaction surveys. Include a copy of the survey instrument. Qualitative and anecdotal information can be used as well as quantitative. Analyze changes in the data and identify trends over the previous five-year period. Provide contextual explanations for these changes, i.e., interpret the data. Include current estimations as to where these trends are heading in the next 3-5 years. Are there any identifiable trends in the data? What percentage of currently enrolled students is served by the department? What segments of the college are served by the department. Are there identifiable explanations for these trends? How does the department ensure that students/service recipients receive the level of service they need? What trends are projected for the department? On what basis are these trends projected?]

7. Department Costs/Revenues

[List the costs of providing the department services. If the department also has a revenue stream, estimate future revenues based on past revenues and evidence-supported projections. What is the net cost of operating this department? Can any of the costs be reduced through out-sourcing, sharing of facilities, sharing of equipment, creating efficiencies with other departments? Are sources of revenue other than general unrestricted funds available? What is the impact on the college budget? Does the department bring money to the college?]

Part 3 – Currency

1. Staffing

[Describe the current level of staffing for the department. What types of training and professional development opportunities are provided to department staff? Are staff resources adequate to meet current needs? Are there conditions that may change staffing needs over the next 5 years?]

2. Professional Development

[Explain professional development needs of the faculty and staff in the department. Describe what mechanism the department leadership uses to engage in dialogue about identifying professional development needs. Does the department faculty and staff partake in common professional



[Department/Unit Name]

development for the improvement of the department? Are these different depending on site? How are professional development needs met?]

3. Physical Resources

[Describe the state of facilities and equipment used by the department. Explain by what criteria and with what process the department evaluates its facilities and equipment. Are facilities safe and sufficient to support and assure the integrity and quality of the department. Is access assured for all facilities? Is equipment adequate? Is it sufficiently modernized?]

4. Technology

[Describe the state of technology resources used by the department. Explain by what criteria and with what processes the department evaluates its technology resources. Explain how staff receives training in the effective application of technology required by the department. Are technology resources sufficient to assure the integrity and quality of the department? How does the department make decisions about technology needs, services, hardware, and software? What technology and/or training needs would help the department?]

5. Marketing

[How is the department and associated services publicized or marketed to potential students or service recipients? Is the department information in marketing materials clear and accurate? How are the department services communicated to the college community? Is it well communicated to the sites? Is marketing needed?]

Part 4 – Achievement of Administrative Unit Outcomes

1. Achievement of Administrative Unit Outcomes

[List each administrative unit outcome, target level of performance, assessment method, date of assessment, and recent assessment results. Add rows as needed.]

AUO 1:	
Target:	
Assessment Method:	
Assessment Date:	
Recent Results:	
AUO 2:	
Target:	
Assessment Method:	
Assessment Date:	
Recent Results:	

[Deleting the sample data below, edit the following table to indicate the assessment history of each AUO. Add rows, as needed.]

