Annual Unit Update for Academic Affairs
(Aligns with Academic Program Review Manual)

Purpose: *Annual unit planning helps the institution as a whole make better decisions based on data, links resources to program goals and activities, and creates institutional memory as we strive for continuous improvement. The main purpose of annual unit planning is for departments/programs to chart their progress in meeting their goals and focus resources where needed. This document becomes part of the data provided to our community regarding departmental needs and accomplishments.*

Instructions: *The annual unit planning provides departments/programs with the opportunity to update their program review goals during the intermittent years between the more comprehensive six-year program review. As such, the planning prompts within this document align with those in the academic program review manual. Please answer each question below as thoughtfully as you can, keeping in mind that those reading what you write may not know much about your program. This is a chance to think about your department, its organizational health, and how it can become more effective in enhancing student success, improving the student experience, and ensuring equitable access and outcomes for all. Please complete this as a collective response from your department.*

Submitted by: **Department/Unit:**
Date: **Dean/Supervisor:**
Date of Last Program Review: **No. of Years until Next Program Review:**

I. DEPARTMENT/PROGRAM OVERVIEW

This section may not need to be updated annually—only as needed.

A.   **Describe the mission/purpose of your department/program.**

> Consider the following in your response.
> - What is the primary function? How does the staff support this function? How does this support the college mission and strategic priorities? What kind of collaborations support this function?

B.   **List the recommendations received during your last program review. Comment on the progress made this far.**

C. **How do you promote the professional growth of members of your department?**

Purpose: To increase the capacity of the professional development office to serve campus wide needs. (include internal link leading to the PD area in Section III—planning for next year)

D. **List committees and reassigned time for the faculty in your department/program.**

F. **How do you maintain dialogue within your department (amongst both full- and part-time faculty) about curriculum and assessment? For example, what strategies do you have in place to ensure consistency in grading over multiple sections and across semesters? Where/when do these conversations take place?**

II.   REFLECT ON LAST YEAR

A. **Please attach your department/program meeting agendas and minutes from last year here.**

Upload materials here

B. **OVERVIEW OF CURRICULUM ACTIVITIES (See Section 2 of the Academic Program Review Manual)**

Purpose: Annual reflection of what the department does to maintain consistently high academic standards amongst its faculty.

1. **Have you added or deleted courses over the last academic year? If so, why? Include new or deleted programs, degrees and certificates.**

C. OVERVIEW OF ASSESSMENT ACTIVITIES (See Section 3 of the Academic Program Review Manual)

Purpose: To show how outcomes assessment is being used to improve teaching strategies, develop/modify/update curriculum, and guide continuous improvement of programs).

1. Describe what you have learned overall from your SLO assessments last year.

> Consider the following in your response:
>
> - What SLOs did your department assess last year?
> - Describe holistically what you have learned from assessing these outcomes:
> - You do not need to provide specific details of each assessment—just an overview
>   - •
>   - o If you offer both online and face-to-face instruction and/or services, describe what you have learned from disaggregating assessment results (i.e., online vs. face-to-face); and/or
>   - o Describe how you have used the SLO assessment results to inform department decisions, such as how to improve an assignment, course, program, etc.?

2. Describe how you will use (or have used) the results from your assessment efforts to improve your program.

> Please be specific by giving bulleted examples. Include evidence that supports the needs for changes.

D. OVERVIEW OF FACILITIES AND SCHEDULING (See Section 4 of the Academic Program Review Manual)

Purpose: To determine how departments utilize facilities and scheduling to enhance student success

1. What proactive steps, if any, have you taken with regards to facilities and scheduling to improve the ability of your department to meet the educational objectives of your program and ensure that students can complete their program in a timely manner?

a/o 02-05-19

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E. **OVERVIEW OF STUDENT SUCCESS & EQUITY EFFORTS (See Section 5 of the Academic Program Review Manual)**

Purpose: To examine data (disaggregated by ethnicity, age, and gender) on student success and retention for the purposes of achieving equity

1. **Address what your department is doing to promote equity in student outcomes**

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│ Consider the following in your response   │
│   ▪ Have you examined data to explore possible gaps in equity?   │
│   ▪ If gaps exist, what kinds of strategies is your department using to promote equity? │
│   ▪ How have you integrated an equity-minded focus into your department/program? │
│   ▪ What types of support services does the department utilize?   │
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F. **OVERVIEW OF STUDENT SUPPORT & CAMPUS RESOURCES (See Section 6 in the Academic Program Review Manual)**

Purpose: To determine how departments utilize various campus services and their impact on student success.

1. **The college has many student support services, such as mental health services, health services, tutoring, etc. Do you perceive any unmet needs among students in your program that may be addressed by similar support services?**

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Overall Reflection

G. **In what ways did your area perform well or make progress in relation to its goals/practices?**

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H. **What circumstances may have impeded your success?**

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I.   **What are ways to further your unit's success or address challenges?**

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III. PLANNING FOR NEXT ACADEMIC YEAR

A.   **What significant changes do you expect in your department over the next academic year year?**

- Drop-down menu/check all that apply:
    - Faculty hired/retired
    - Classified professionals hired/retired
    - Managers hired/retired
    - Number class sections(student interactions) increased/decreased/about the same
    - Change in regulations accrediting agency/industry requirements/ etc
    - Collaborations
    - Articulations or formal agreements
    - Dual enrollment
    - Curricula
    - Scheduling
    - Closing equity gaps
    - Increased student success
    - Improved student experience
    - Acquisition of equipment or technology
    - Facilities changes
    - Implementation of innovative ideas
    - Other:_____

B.   **Overall Program Plan**

GOALS What does your department/program plan to accomplish next year?	PRACTICES What SMART* activities does your area plan to perform in order to achieve its goals? *SMART = specific, measurable, attainable, relevant, and time-bound	ALIGNMENT How do your area's goals/practices align with the college's strategic goals, initiatives, accreditation standards, learning outcomes, etc.?	DATA COLLECTION What evidence will you collect to show how your department/program measures its progress toward meeting its goals?

1.		▪ Outreach
		▪ Engagement
		▪ Retention
		▪ Student Success & Equity
		▪ Improved Access
		▪ Guided Pathways:
		  o Promotes the path
		  o Clarifies the path
		  o Helps students enter the path
		  o Ensures learning
		Explanation:	

2.		▪ Outreach
		▪ Engagement
		▪ Retention
		▪ Student Success & Equity
		▪ Improved Access
		▪ Guided Pathways:
		  o Promotes the path
		  o Clarifies the path
		  o Helps students enter the path
		  o Ensures learning
		Explanation:	

Resources Needed to Complete Goals (staff, technology, facilities, research/data, professional development, supplies, equipment, etc.):			

C.   **Staffing Information – If additional staff is needed, follow the link to a staffing request form.**

D.   **Needs Not Covered by Current Budget—May include but is not restricted to supplies, furniture, equipment, technology, labor costs. (link here to budget augmentation request form)**

E.   **Other Needs/Desired Innovations:**

List other needs/desired innovations that don't fit elsewhere in this document	Reason	Resources Needed