

[Insert Unit Type: Instructional/Student Services/Administrative Services] Units

Department/Unit Name:	Department/Unit Contact:
Department/Unit Dean or Supervisor:	Date of Last Comprehensive Program Review:

Introduction and Instructions:

Annual unit planning forms a bridge between the goals and recommendations documented in Comprehensive Program Review and the college's annual resource prioritization and allocation process. This process helps departments (and the college as a whole):

- make better decisions based on data and documented needs
- link resources to program goals and activities
- create institutional memory and evidence of continuous improvement.

Complete the questions below, thoughtfully and succinctly. Please note that if your department submits requests for resources, your AUP will be used by the prioritization committee(s) to help provide context and rationale for the request.

SECTION ONE: CHANGES IN THE PAST ACADEMIC YEAR

1.1 In the past academic year, has the mission/purpose of your department changed?

- No
 Yes (Please describe below)

Briefly (300 words or less) explain any changes to the mission/purpose of your unit.

1.2 In the past academic year, has your department had any major programmatic changes (e.g., [insert examples specific to this unit type].)

- No
 Yes (Please describe below)

Briefly (300 words or less) explain any major programmatic changes to your unit.

1.3 In the past academic year, has your department had any significant changes in staffing (i.e., new hires, retirements, [insert other examples specific to this unit type])?

- No
 Yes (Please describe below)

Briefly (300 words or less) explain any changes in your unit's staffing.

1.4 In the past academic year, has your department had any significant changes to its existing facilities or shifts in its facilities needs (i.e., construction impacts, major maintenance issues, [insert other examples specific to this unit type])?

- No
 Yes (Please describe below)

Briefly (300 words or less) explain any changes to your unit's facilities or facilities needs.

[Insert Unit Type: Instructional/Student Services/Administrative Services] Units

1.5 If you answered yes to any of the questions above, what implications might the changes described above have for your department’s planning over the next 1-3 years?

Briefly (400 words or less) reflect on the planning implications of any factors noted above

SECTION TWO: PROGRESS TOWARDS EXISTING GOALS

2.1 In the past year, what progress has your [unit / department / program / service area] made towards recommendations / goals from your most recent Program Review / AUP?

Goal Name/Description:

Status: Not yet started On hold In progress Complete

Comments:

Use this field to provide a brief (150 words or less) update and/or attach additional documents as needed.

Goal Name/Description:

Status: Not yet started On hold In progress Complete

Comments:

Use this field to provide a brief (150 words or less) update and/or attach additional documents as needed.

Goal Name/Description:

Status: Not yet started On hold In progress Complete

Comments:

Use this field to provide a brief (150 words or less) update and/or attach additional documents as needed.

2.2 What factors have supported or hindered progress towards the goals described in question 2.1?

Use this field to provide a brief (150 words or less) progress update, or attach additional documents as needed to provide context.

2.3 What implications might your unit’s progress towards its goals have for your department’s planning over the next 1-3 years?

Briefly (400 words or less) reflect on the planning implications of any factors noted above

SECTION THREE: REFLECTION ON STUDENT LEARNING, ACHIEVEMENT, & EQUITY

3.1 What [SLOs/PSLOs, SSOs, SAOs] did your department assess during the prior academic year?

List below (or attach a list).

[Insert Unit Type: Instructional/Student Services/Administrative Services] Units

3.2 Assessment results are documented:

- In TracDat
 Other (Please describe below)

List below (or attach a list).

3.3 What general trends or patterns emerged from your department's analysis of outcomes assessment results?

Briefly (400 words or less) reflect on any trends noted in your unit's analysis of the data.

Notes:

- You do not need to provide specific details of each assessment—just a holistic overview.
- If you offer both online and face-to-face instruction, please note any patterns or trends that emerge when you disaggregate assessment results by instructional modality.

3.4 What trends or patterns emerged from analysis of other data (disaggregated for relevant student populations where possible) related to your department's mission (e.g., [insert other examples specific to this unit type])?

Briefly (400 words or less) reflect on any trends noted in your unit's analysis of the data.

Notes:

- Please specify what datasets or reports you considered and how the results were disaggregated (attach a screenshot or Excel file if easier).
- If you offer instruction or services in both online and face-to-face modalities, please note any patterns or trends that emerge when you disaggregate results.

3.5 What implications might the trends noted in questions 3.3 and 3.4 have on your department's planning over the next 1-3 years?

Briefly (400 words or less) reflect on the planning implications of any factors noted in 3.3 and 3.4.

SECTION FOUR: OTHER PLANNING CONSIDERATIONS

4.1 In the upcoming academic year, do you anticipate any other significant changes not already addressed in Sections 1-3 above?

- No
 Yes (Please describe below)

Briefly (300 words or less) explain any anticipated changes not previously addressed.

4.2 Considering your responses in Sections 1-3, are there any overarching trends or implications that might affect your department's planning over the next 1-3 years?

- No
 Yes (Please describe below)

Briefly (300 words or less) explain any overarching trends that might affect planning.

[Insert Unit Type: Instructional/Student Services/Administrative Services] Units

4.3 Considering your responses in Sections 1-3 and questions 4.1 - 4.3 above, does your department need to add or edit any of its goals?

- No
- Yes (Please describe below)

Goal:

Links to the following Strategic Priorities or Institutional Plans:

- Outreach
- Engagement
- Retention
- Institutional Capacity
- Student Equity Plan
- Guided Pathways
- Other (please describe below)

Comments:

Use this field to provide a brief (150 words or less) explanation of how this goal supports the Strategic Priorities selected above.

SECTION FIVE: RESOURCE REQUESTS

5.1 Based on the information entered in Sections 1-4, what resources does your department need in order to make continued progress towards its goals and/or address planning implications?

- Faculty Staffing
- Classified Staffing
- Facilities
- Instructional Technology
- Professional Development
- Research and/or data analysis
- Other needs not covered by current budget (i.e., budget augmentation request)

5.2 For each resource type selected in section 5.1, please complete a corresponding request form. Attach a copy of the completed request form to the end of this AUP form.

Resource Type	Request Form	Requests Prioritized By
Faculty Staffing	Link	Faculty Staffing Prioritization Committee
Classified Staffing	Link	Classified Staffing Prioritization Committee
Facilities	Link	Facilities Committee
Instructional Technology	Link	Technology Committee
Professional Development	Link	Professional Development Committee
Research and/or data analysis	Link	CPIE and/or PIEC
Other needs	Link	Budget Committee

5.3 If your department has ideas for innovations or projects that don't fit neatly into the categories listed above, please describe below and consider completion of an innovation request form.

Comments:

Use this field to provide a brief (150 words or less) explanation of how this goal supports the Strategic Priorities selected above.