# YEARLY PLANNING DISCUSSION TEMPLATE General Questions

	Program N	ame	Acad	lemic Year	
1.	Has your prog	ram mission or pri	mary function char	nged in the last year?	
2.		ny noteworthy cha ficates, articulation		m over the past year?	(eg, new courses,
3.	Is your two-ye schedule?	ar program map ir	n place and were th	ere any challenges ma	aintaining the planned
4.	Were there ar	ny staffing changes	5?		
5.	What were yo	ur program succes	sses in your area of	focus last year?	
Learniı	ng Outcomes A	ssessment			
	a. Pleas	e summarize key	results from this	year's assessment.	
		e summarize you ome assessment a		ysis, and interpretat	tion of the learning

C.	program/department.
d.	Please review and attach any <u>changes</u> to planning documentation, including PLO rubrics, associations, and cycles planning.
documentati	cation (DE) Modality Course Design Peer Review Update (Please attach on extracted from the Rubric for Assessing Regular and Substantive Interaction ducation Courses)
a.	Which courses were reviewed for regular and substantive interactions (RSI)?
b.	What were some key findings regarding RSI?
	• Some strengths:
	Some areas of possible improvement:
C.	What is the plan for improvement?

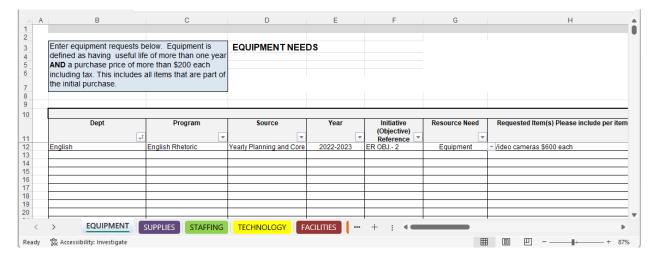
### CTE two-year review of labor market data and pre-requisite review

Use the tables below to fill in <b>NEW</b> resources and planning initiatives that <b>do not apply directly</b> to core topics. This section is only used if there are new planning initiatives and resources requested.		
e	Have recommendations from the previous report been addressed?	
d	. Has the program met the Title 5 requirements to review course prerequisites, and advisories within the prescribed cycle of every 2 year for CTE programs and every 5 years for all others?	
C.	Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.	
b	. How does the program address needs that are not met by similar programs?	
а	Does the program meet documented labor market demand?	

### Sample:

New Program Planning Initiative (Objective) – Yearly Planning Only		
Title (including number:	ER Obj-2 Video Speeches for Student Learning and enhancement	
Planning years:	(The academic years this will take to complete) 2021-22 to 2024-25	
	Description:	
(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)  The success levels of our courses have indicated that students need to be able to review their own speeches. Videotaping the student's speech provides a very constructive approach to review and improve their oratory skills.		
What college plans are associated with this Objective? (Please select from the list below):		
Ed Master Plan       Student Equity Plan       Guided Pathways       AB 705         Technology Plan       X       Facilities Plan       Strong Workforce       Equal Employment Opp.		
Title V		

Resource Requests: Please use the Resource Request Excel template located on the Program Review web page to enter resource requests for equipment, supplies, staffing, facilities, and misc. resources needed. Send completed excel document along with completed program view core topic for signature.



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Planning years:	(The academic years this will take to complete)	
Description:  (A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)		
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Title V		
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## Area of Focus Discussion Template ACADEMIC SERVICES AND SUPPORT

**Academic Services and Support** – assess and improve relationship with tutorial services, library, counseling, learning assistance program (LAP), etc. and evaluate co-curricular support courses.

### Possible topics:

- Collaborate with student success team members to ensure institutional barriers are mitigated.
- Review and summarize student support options.
- Implement student surveys and evaluate results.
- Assess co-curricular support programs and services.

1.	What data were analyzed and what were the main conclusions?
2.	Based on the data analysis and looking through a lens of equity, what do you perceive as <i>challenges</i> with student success or access in your area of focus?
3.	What are your plans for change or innovation?
4.	How will you measure the results of your plans to determine if they are successful?

Validation for Program Planning Process: If you have chosen to do the Validation this year, please explain your process and the findings.

6. Who have you identified to validate your findings? (Could include Guided Pathway Success Teams, Advisory Committee Members, related faculty, industry partners or higher education partners)

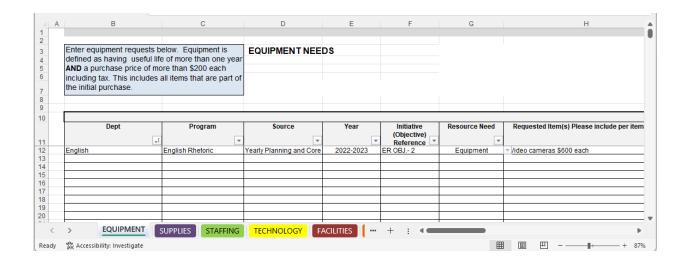
7. Are there specific recommendations regarding the core topic responses from the validation team?

Based on the narratives for the prompts above, what are some program planning initiatives (objectives) and resources needed for the upcoming years? Use the tables below to fill in **NEW** planning initiatives. *This section is only used if there are new planning initiatives that pertain to the Core Topic only.* 

#### Sample:

New Program Planning Initiative (Objective) – Core Topic Only		
Title (including number:	ER Obj-2 Video Speeches for Student Learning and enhancement	
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Program Review Signature Page:		
Program Review Lead	Date	
Program Dean	 Date	
Vice President, Academic Affairs		