YEARLY PLANNING DISCUSSION TEMPLATE
General Questions

Program Name _____**Academic Year** _____

1. Has your program mission or primary function changed in the last year?

2. Were there any noteworthy changes to the program over the past year? (eg, new courses, degrees, certificates, articulation agreements)

Learning Outcomes Assessment

    a. Please summarize key results from this year's assessment.

    b. Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data.

    c. Please summarize recommendations and/or accolades that were made within the program/department.

    d. Please review and attach any _changes_ to planning documentation, including PLO rubrics, associations, and cycles planning.
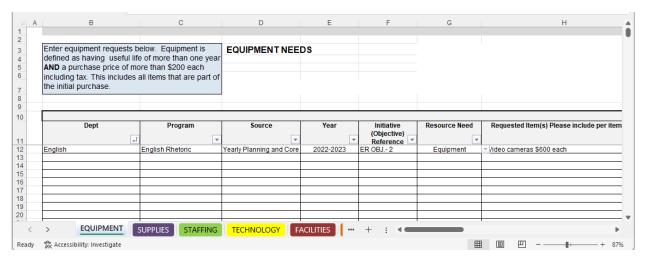

3. Were there any staffing changes?

4. What were your program successes in your area of focus last year?

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

5. Does the program meet documented labor market demand?

6. How does the program address needs that are not met by similar programs?

7. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.

8. Have recommendations from the previous report been addressed?

Use the tables below to fill in **NEW** resources and planning initiatives that **do not apply directly to core topics.** *This section is only used if there are new planning initiatives and resources requested.*

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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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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Area of Focus Discussion Template
CURRICULUM AND TEACHING DESIGN

Curriculum and Teaching Design analyzes currency of modalities, articulation, and industry needs. It includes content review, currency and relevance, accessibility, and equitable practices. Sample activities include the following:

Possible topics:
- Assess workshops and events planned throughout the year using data collected from such events.
- Review equipment, supplies, and technology for efficiency.
- Review equitable practices within the department. What does the department do to promote equity and inclusion.

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 *challenges* 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?

5. What practices are used in your program's DE courses that support or demonstrate regular and substantive interaction?

Validation for Program Planning Process: If you have chosen to do the Validation this year, please explain your process and the findings.
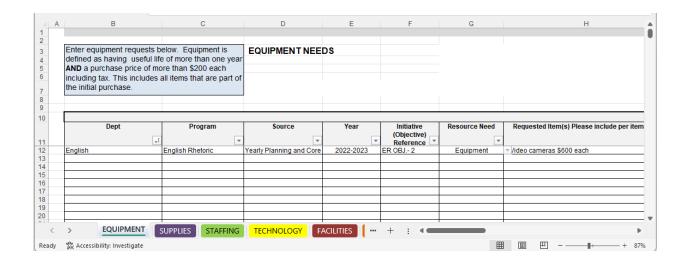
9. Who have you identified to validate your findings? (Could include Guided Pathway Success Teams, Advisory Committee Members, related faculty, industry partners or higher education partners)

10. 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:

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Enter equipment requests below. Equipment is defined as having useful life of more than one year **AND** a purchase price of more than $200 each including tax. This includes all items that are part of the initial purchase.

EQUIPMENT NEEDS

Dept	Program	Source	Year	Initiative (Objective) Reference	Resource Need	Requested Item(s) Please include per item
English	English Rhetoric	Yearly Planning and Core	2022-2023	ER OBJ.- 2	Equipment	Video cameras $600 each

Tabs: EQUIPMENT | SUPPLIES | STAFFING | TECHNOLOGY | FACILITIES

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Program Review Signature Page:

_____   _____
Program Review Lead   Date

_____   _____
Program Dean   Date

_____   _____
Vice President, Student Services   Date