# 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 <u>changes</u> 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:

N	ew Program Planning Initiative (Objective) – Yearly Planning Only		
Title (including number:			
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 Pla	n 🗴 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.

A	В	С	D	E	F	G	н
	Enter equipment requests	below. Equipment is	EQUIPMENT NEE	ns			
	defined as having useful l			50			
	AND a purchase price of r	nore than \$200 each					
	including tax. This include:	s all items that are part of					
	the initial purchase.						
			1				
							<b>F</b>
	Dept	Program	Source	Year	Initiative	Resource Need	Requested Item(s) Please include per item
		.T	<b>•</b>	<b>v</b>	(Objective) Reference	-	
	English	English Rhetoric	Yearly Planning and Core	2022-2023	ER OBJ 2	Equipment	~ /ideo cameras \$600 each
-							
-							
-							
	> EQUIPMENT		TECHNICLOCY	ACILITIES	A	_	
<	SEQUIPIWEINT	SUPPLIES STAFFING	TECHNOLOGY F.	ACILITIES	т : ч		

New Program Planning Initiative (Objective) – Yearly Planning Only			
Title (including number:			
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.)			
What college plans	are associated with this Objective? (Please select from the list below):		
Ed Master Plan	Student Equity Plan Guided Pathways AB 705/1705		
Technology Pla	n 🗌 Facilities Plan 📄 Strong Workforce 📄 Equal Employment Opp.		
Title V			

New Program Planning Initiative (Objective) – Yearly Planning Only			
Title (including number:			
Planning years:	(The academic years this will take to complete)		
	Description:		
(A more detailed v	ersion 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.)			
What college plan	s are associated with this Objective? (Please select from the list below):		
Ed Master Plan Student Equity Plan Guided Pathways AB 705/1705			
Technology Plan Eacilities Plan Strong Workforce Equal Employment Opp.			
Title V			

New Program Planning Initiative (Objective) – Yearly Planning Only			
Title (including number:			
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.)			
What college plan	s are associated with this Objective? (Please select from the list below):		
Ed Master Plan	Student Equity Plan Guided Pathways AB 705/1705		
Technology Pla	n 🗌 Facilities Plan 📄 Strong Workforce 📄 Equal Employment Opp.		
Title V			

New Program Planning Initiative (Objective) – Yearly Planning Only		
Title (including number:		
Planning years:	(The academic years this will take to complete)	
	Description:	
(A more detailed ve	rsion of initiative. Please include a description of the initiative, why it is needed,	
who will be respons	sible, and actions that need to happen, so it is completed.)	
What college plans	are associated with this Objective? (Please select from the list below):	
Ed Master Plan	Student Equity Plan Guided Pathways AB 705/1705	
Technology Pla	n 🗌 Facilities Plan 📄 Strong Workforce 📄 Equal Employment Opp.	
Title V		

New Program Planning Initiative (Objective) – Yearly Planning Only		
Title (including number:		
Planning years:	(The academic years this will take to complete)	
	Description:	
(A more detailed ve	ersion of initiative. Please include a description of the initiative, why it is needed,	
who will be respons	sible, and actions that need to happen, so it is completed.)	
What college plans	are associated with this Objective? (Please select from the list below):	
Ed Master Plan	Student Equity Plan Guided Pathways AB 705/1705	
Technology Pla	n 🗌 Facilities Plan 📄 Strong Workforce 📄 Equal Employment Opp.	
Title V		

## Area of Focus Discussion Template EDUCATION AND INDUSTRY PARTNERSHIPS

**Education and Industry Partnerships** – review relationships with four-year institutions including preparation for transfer and changes in major requirements assess employment as well as review employment and the needs of employers and regional partners. Sample activities include the following:

#### Possible topics:

- Review relationships with partner organizations and institutions.
- Review relationships with inter-departmental areas.
- Assess partnerships with high schools and other institutions
- Gather feedback on practices from other institutions and professional development opportunities like conferences and summits.
- 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?

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:

	New Program Planning Initiative (Objective) – Core Topic Only			
Title (including number:				
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	Ed Master PlanStudent Equity PlanGuided PathwaysAB 705			
Technology Pla				

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.

A	В	С	D	E	F	G	н
2							
3	Enter equipment requests b		EQUIPMENT NEE	DS			
4 5	defined as having useful life AND a purchase price of mo						
6	including tax. This includes						
7	the initial purchase.	an terre that are part of					
8							
9							
10	Dept	Program	Source	Year	Initiative	Resource Need	Requested Item(s) Please include per item
	_		Source	i cui	(Objective)	Resource need	Requested territy) Preuse include per terri
11 12	† English	English Rhetoric	Yearly Planning and Core	2022-2023	Reference ER OBJ 2	Equipment	✓ /ideo cameras \$600 each
13	Englion	English Knetone	really rianning and core	2022-2023	ER 0652	Equipment	ndeo cameras 6000 each
14							
16							
17							
18							
20							
<	> EQUIPMENT	SUPPLIES STAFFING		ACILITIES	+ : •		Þ
Ready	🛠 Accessibility: Investigate					Œ	I II + 87%

	New Program Planning Initiative (Objective) – Core Topic Only
Title (including number:	
Planning years:	(The academic years this will take to complete)
	Description:
(A more detailed v	ersion of initiative. Please include a description of the initiative, why it is needed,
who will be respon	sible, and actions that need to happen, so it is completed.)
What college plan	s are associated with this Objective? (Please select from the list below):
Ed Master Plan	Student Equity Plan Guided Pathways AB 705/1705
Technology Pla	n 🗌 Facilities Plan 📄 Strong Workforce 📄 Equal Employment Opp.
Title V	

	New Program Planning Initiative (Objective) – Core Topic Only
Title (including number:	
Planning years:	(The academic years this will take to complete)
	Description:
•	ersion of initiative. Please include a description of the initiative, why it is needed, sible, and actions that need to happen, so it is completed.)
What college plan	s are associated with this Objective? (Please select from the list below):
Ed Master Plan	Student Equity Plan Guided Pathways AB 705/1705
Technology Pla	n 📃 Facilities Plan 📄 Strong Workforce 📄 Equal Employment Opp.
Title V	

	New Program Planning Initiative (Objective) – Core Topic Only
Title (including number:	
Planning years:	(The academic years this will take to complete)
	Description:
•	ersion of initiative. Please include a description of the initiative, why it is needed, sible, and actions that need to happen, so it is completed.)
What college plan	s are associated with this Objective? (Please select from the list below):
Ed Master Plan	Student Equity Plan Guided Pathways AB 705/1705
Technology Pla	n 🗌 Facilities Plan 📄 Strong Workforce 📄 Equal Employment Opp.
Title V	

New Program Planning Initiative (Objective) – Core Topic Only		
Title (including number:		
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.)		
What college plans are associated with this Objective? (Please select from the list below):		
Ed Master Plan Student Equity Plan Guided Pathways AB 705/1705		
Technology Plan Facilities Plan Strong Workforce Equal Employment Opp.		
Title V		

New Program Planning Initiative (Objective) – Core Topic Only		
Title (including number:		
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.)		
What college plans are associated with this Objective? (Please select from the list below):		
Ed Master Plan Student Equity Plan Guided Pathways AB 705/1705		
Technology Plan Facilities Plan Strong Workforce Equal Employment Opp.		
Title V		

Program Review Signature Page:

Program Review Lead

Program Dean

Date

Date

Vice President, Student Services

Date