

**PROGRAM REVIEW MODULES AND QUESTIONS**  
**ACADEMIC AFFAIRS AREA – ADMINISTRATIVE DIVISIONS**  
**Modules and Questions for Administrative Divisions**

Module	Question
<b>1. Division Purpose</b>	
a. Purpose	Describe the purpose of the Division/Program/Service.
b. Purpose Alignment	Describe how the stated purpose aligns with the college Mission statement.
<b>2. Enrollment Trends</b>	Data: <a href="http://www.wlac.edu/Research-Planning/Planning/Program-Review/2015-2016/PR1516-Data-(1).aspx">http://www.wlac.edu/Research-Planning/Planning/Program-Review/2015-2016/PR1516-Data-(1).aspx</a> [See Data Sections 1, 2 and 3.]
a. Enrollment Trends	Describe the trends in Enrollment and FTES. Given the data, what are the implications for your program/ service? [See Data Sections 1 and 2.]
<b>3. Students and Student Success</b>	Data: <a href="http://www.wlac.edu/Research-Planning/Planning/Program-Review/2015-2016/PR1516-Data-(1).aspx">http://www.wlac.edu/Research-Planning/Planning/Program-Review/2015-2016/PR1516-Data-(1).aspx</a> [See Data Section 4, 5.]
a. Demographic Trends	Based on the demographic trends in enrollment, what are the implications for your Discipline/Program/Service? [See Data Section 4.]
b. Success Trends	Given the data, describe the trends in Success Rates and Retention Rates. What are the implications for the Discipline/Program/Service? [See Data Section 5.]
c. Degree/Cert. Trends	Given the data, describe the trends in Degrees and Certificates awarded. What are the implications for your Discipline/Program/Service?
<b>4. Staffing Trends</b>	Data: <a href="http://www.wlac.edu/Research-Planning/Planning/Program-Review/2015-2016/PR1516-Data-(1).aspx">http://www.wlac.edu/Research-Planning/Planning/Program-Review/2015-2016/PR1516-Data-(1).aspx</a> [See Data Section 6.]
a. Staffing Trends	Describe the trends in FTEF. What are the implications for your program? [See Data Section 6.]
b. Staffing Levels	Are staffing levels adequate to fulfill the purpose of the Discipline/Program/Service? Explain.
c. Reassigned/Release Time	Describe the Reassigned and Release time assigned to faculty in the division. Include the faculty name, amount of release/reassigned time, length of time the assignment will last (one semester, one year, if it's renewable, etc.), and the purpose of the release/reassigned time.
<b>5. Functions and Services</b>	
a. Function service list	List the functions and services provided by the Office / Program / Service.
b. Technology Trends	What are the emerging trends in technology that affect the program?
c. Technological Advances	Describe the technological advances that have been implemented to improve and streamline the Discipline/Program/Service.
<b>6. Survey Results</b>	Data: <a href="http://www.wlac.edu/Research-Planning/Research/Surveys.aspx">http://www.wlac.edu/Research-Planning/Research/Surveys.aspx</a>
a. Survey Results	Describe the results of relevant surveys (point-of-service surveys, student surveys, staff surveys).
b. Survey Results Implications	Discuss the implications of the survey results for the program.
<b>7. Service Learning Outcomes / SAOs</b>	
a. SLO / SAO Program Assessment	Describe the program Service Level Outcomes / SAO assessment methods and results in the prior year.
b. SLO /SAO Dialogue	How has dialogue regarding assessment results and improvement plans been conducted and documented?
<b>8. Departmental Engagement</b>	
a. Interoffice Collaboration	What interoffice collaboration has your office/program/service been

(AU)	involved in during the past six years?
b. Community Connections	What has your department/ program done since the last review to establish connections with schools, institutions, organizations, businesses, and corporations in the community?
<b>9. Professional Development</b>	
a. Committee & Professional Development Activities	(Table) For each regular full-time person in your program, provide the committees in which each person is active, and list the 2 most significant professional development activities engaged in over the last 2 years.
b. Professional Development Unmet Needs	In order to keep current with new developments in your field, are there areas of unmet professional development needs among faculty in this program? If yes, please describe.
<b>10. Facility Planning</b>	
a. Facilities Challenges	List and describe any current facilities challenges (e.g, location, quantity, quality) affecting your program's ability to achieve its goals and meet institutional needs.
b. Facility Short Term Goals	Specify the division/ department's short term goals (1 year) for facilities improvement and functionality.
c. Facility Long Term Goals	Specify the division/ department's long term goals (2-6 years) for facilities improvement and functionality.
<b>11. Completion</b>	
a. Manager Approval	Division Chair/ Program Manager: Fill out your name and date of final approval, save, and submit the program review.
b. Participant List	(Table) List people who participated in this Program Review.