IES Program Review – Fall 2012

Table Questions

2.a. Assessment of division/ department goals

<table>
<thead>
<tr>
<th>Question and Answer</th>
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</thead>
<tbody>
<tr>
<td>Question-Instructions</td>
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This question is a reflection on progress in achieving previous unit goals. Provide an evaluation of the achievement of the division/department goals identified in the most recent comprehensive program review. See “Program Review Part 2: Linking Planning to Budget” where the unit’s planning goals were described.

In the Planning section of ES, there will be an opportunity to describe new and continuing goals, and to describe the actions and resource requests needed to achieve them.

Complete one row for each previous goal. Answer the questions in each column as follows:

Column 1: Provide the goal name for each goal.
Column 2: Provide the year on which the goal was begun.
Column 3: What is the status of the goal? Achieved, Continuing, Modified, Discontinued?
Column 4: If the goal has been achieved, estimate the % completion.
Column 5: If the goal has no been achieved, estimate the % completion.
Column 6: Assess the progress made in achieving the goal, and the impact its achievement has made on the program.

Assessment of division/department goals

<table>
<thead>
<tr>
<th>1 Goal</th>
<th>2 Year Initiated</th>
<th>Status of Goal</th>
<th>4 Year Completed</th>
<th>5% Complete</th>
<th>6 Assessment of Progress</th>
</tr>
</thead>
</table>

Add Answers  Delete Answer

2.d. Evaluation of resource allocation

<table>
<thead>
<tr>
<th>Question and Answer</th>
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Answer the questions for the columns as follows:

Col. 1. Describe the resources requested through program review and FP1P over the last two years.
Col. 2. Did the unit receive the resource requested? (Yes, No, Partial)
Col. 3. What is the cost of the resource that was requested?
Col. 4. Evaluate the impact of receiving the resource on achieving the goals of the division/department.
Col. 5. Evaluate the impact of NOT receiving the resource on achieving the goals of the division/department.

The prioritized lists of resource requests from the previous two cycles are available here:

* 2010 - http://www.wac.edu/budget/VPPriorityList8-8-10.pdf

Evaluation of resource allocation

<table>
<thead>
<tr>
<th>1 Resource Request Name</th>
<th>2 Received</th>
<th>3 Cost</th>
<th>4 Received Impact</th>
<th>5 Not Rec’d Impact</th>
</tr>
</thead>
</table>

Add Answers  Delete Answer
10.a. Describe the course SLO assessment methods and outcomes in the prior year.

10.b. Describe the program SLO assessment methods and outcomes in the prior year.

12.a. List the 2 most significant professional development activities engaged in by each regular full-time member in your program in the last 2 years. Activities may include workshop and conference attendance, courses taken, FTLA, Leadership Institute, etc.
13.a. To what extent do you agree or disagree with the following statements?

17.d. Advisory Board Meetings. List the following information for each meeting held in the last year:
18.a. List faculty and staff who participated in this Program Review.

[Image of a form with questions and answers]

IES Program Review – Fall 2012
Unit Goal

Institutional Effectiveness System

Unit Goal

Create/Modify Link Impact Finish

Instructions

Create one or more Unit Goals. Complete the entire form for each goal. Usually, divisions and departments have 1 to 5 goals for the coming one to five years. Frame the goals as S.M.A.R.T. goals (Specific, Measurable, Achievable, Realistic, Time).

Unit Goals must align with one or more college master plan goals. For more information about the college master plans and their goals, please see:
http://www.wv.edu/masterplan/college_masterplan.html

Measurable outcome for each goal - Achievement of each goal is assessed over time. In order to accomplish this, a quantifiable outcome needs to be specified, including both baseline data and target levels. The baseline data is the current level of achievement, and the target level is the quantifiable measure the unit plans to achieve. For example, if a division wanted to increase program completions, outcome measure might be number of degrees awarded. The baseline level might be the number of degrees awarded in 2011-12, and the target level might be the number of degrees awarded in 5 years.

After the various Action Plans have been created, go back to the Unit Goal screen and create a Link between each goal the unit and one or more associated action plans designed to implement the goal.

Create/Modify

PROVIDE A FULL DESCRIPTION OF THE GOAL.

Unit Goal:

Goal Number:

Description of the Goal:

WITH WHICH COLLEGE STRATEGIC PLAN GOALS DOES THIS UNIT GOAL LINK?

College Goal: Access:
College Goal: Student learning:
College Goal: Transfer:
College Goal: Career Technical Education:
College Goal: Foundation Skills Program:
College Goal: Diversified Instructional Delivery:
College Goal: Campus Infrastructure:
Goal Initiation Year (YYYY):
Goal Timeline:
Goal Current Priority:

Describe the measurable outcome for this goal. This is the measure that will assess the degree to which the goal has been met:

Responsible Person(s):

Goal Status:

BASED ON THE REFLECTION AND ASSESSMENT CONDUCTED IN THE PROGRAM REVIEW SECTION DESCRIBE THE NEED THIS GOAL ADDRESSES

What issues, problems, or opportunities identified in your Program Review will this Goal address:

What SLO assessment/evaluation will this Goal address:

Save Unit Goal

Approved by WLAC Academic Senate, 09/25/2012

IES Program Review – Fall 2012
Planned Action

Institutional Effectiveness System

Planned Action

Create/Modify  Link  Impact  Finish

Instructions
1. Complete a separate Planned Action form for each action that is planned. There may be more than one Planned Action for each Unit Goal, if desired.
2. Create a link to the Unit Goal that the Planned Action addresses.
3. After you have created a Resource Request (if needed), link the Resource Request to the appropriate Planned Action.

Create/Modify

Create Planned Action

Provide basic info for each action plan

Planned Action:
Action Number:
Provide a description of this action, include the critical steps required to accomplish this action:

What are the expected results and measurable outcomes of the action?:

Action Initiation Year:
Action Priority:

Action Status:

Are additional resources needed by the Division/Department/Program in order to accomplish the action?:

Save Planned Action
Resource Request

Instructions
Provide detailed information about the requirements for each Resource Request, including the various cost items. Complete more than one Resource Request, as appropriate.

When all the Resource Requests have been created, go back to the Unit Goal section and create linkages between Goals and Planned Actions, and between Planned Actions and Resource Requests.

Create/Modify

PROVIDE A DESCRIPTION OF THE REQUEST

Resource Request:
Provide a description of the Resource Request:

Resource Request Number:
Resource Request Priority:
Resource Request Importance:
Resource Request Status:
Certiﬁed Salaries (100000)
Position Title:

Classiﬁed Salaries (200000)
Position Title:

Basis:
Shift:
Permanent or temporary:
Rate:
Hours per pay period:
Employee Beneﬁts:
UNCLASSIFIED SALARIES (200000)
Assignment: 
Rate: 
Hours per Pay Period: 

NON-SALARY COSTS
Instructional media materials (Supplies and Printing, 40000): 
Non-instructional supplies (Supplies and Printing, 40000): 
Printing/copying (Supplies and Printing, 40000): 
Equipment (Instructional and non-instructional) (Capital Outlay, 800000): 
Maintenance of equipment (Other Operating Expense, 500000): 
Contracts/personal services (Other Operating Expense, 500000): 
Alteration and improvement (A & I) (Capital Outlay, 800000): 
Other Expense:
Other expense GL Account:

TOTAL FIRST YEAR COST OF REQUEST (EST.)
Total estimated cost for the first year of the resource request:

ADDITIONAL COMMENTS
Please provide any additional information that was not covered above:

What are the proposed funding sources?:
Resource Request Responsible Person(s):

Save Resource Request
Linkages among Unit Goals, Planned Actions and Resource Requests

Planned Action linked with 2 Unit Goals and 1 Resource Request: