|  |  |  |  |
| --- | --- | --- | --- |
| **2015-16 Annual Update Review Checklist**  **Program Name: ­­­­­­­­­­­­­­­­­­­­­** | | | |
| **Section** | **Yes** | **No** | **Feedback** |
| **I. Program Information**   1. Does the program mission describe students served and services offered?   Is the language specific to that program?   1. Is the discussion of how the program supports the college mission clear? |  |  |  |
| **II. Program Assessment—Are the following discussions clear?**   1. the relationship between outcomes assessment and planning 2. the relationship between outcomes assessment and resource requests 3. *Instructional Programs*: how SLOs align with PLOs 4. how PLOs align with Institutional Learning Outcomes. 5. significant changes in the program’s strengths 6. significant changes in the program’s weaknesses 7. If applicable: Does the review discuss unplanned events? |  |  |  |
| **III. Resource Analysis—Are the following discussions clear? Has the appropriate**  **form been completed?**   1. Human Resources    1. Additional positions—with form    2. Professional development—with form 2. Facilities    1. Effectiveness    2. Request—with form 3. Technology 4. New or repurposed technology 5. Needs for technology—with form 6. Budget    1. Additional funding request—with form |  |  |  |
| **IV.Trend Data Analysis—**Isthe analysis of significant changes in program data clear and complete? |  |  |  |
| **Section** | **Yes** | **No** | **Feedback** |
| 1. **Progress on Program Goals** 2. Is the discussion of the program’s progress and changes in goals clear and complete? 3. Is the discussion of the program’s goals for the future clear and complete? |  |  |  |
| **VI.** **Curricular Revisions (Instructional Programs only)**  Is the discussion of curriculum changes clear and complete? |  |  |  |
| **VII. Conclusions and Findings**   1. Do the conclusions and findings support the previous discussion? 2. Is the discussion clear? |  |  |  |
| **Have all the appropriate forms been completed, including the required Best Practices form?** |  |  |  |
| **Have programs with stackable Certificates of Achievement filled out the Certificate Form?**  Is the response clear and complete? |  |  |  |
| **Would you consider this Annual Update an effective example?** |  |  |  |