# Program Review Form

1. **Mission**
2. **Description**
   a. Purpose, functions/services, clientele, value of services, organizational structure, number of personnel, annual budget by object code for last three years, hours of operation, location, significant changes since last program review
3. **Outcome measures**
   a. Identify at least one essential measure of effectiveness for each major operation unit.
   b. Include at least one baseline measure or measures of progress on a well-defined outcome.
   c. Include at least one measure showing effectiveness responding to the Colleges' needs.
   d. For each measure, identify the assessment method you used.
   e. Summarize the results of the measures you have applied. If results show trends over time are available, please report them.
4. **External Opportunities and Challenges**
   a. Describe any external opportunities that might lead to unit improvement over the next three to five years.
   b. Describe any external challenges (e.g. legal requirements, budgetary constraints) that might limit operations or improvement over the next three to five years.
5. **Analysis and Evaluation**
   a. Analyze the implications of the assessment results and external factors for your units.
   b. In light of your analysis, what are you unit's main strengths?
   c. In light of your analysis, what are you unit's main weaknesses?
6. **Three-to-Five Year Vision**
   a. Describe your unit, as you would like it to be three-to-five years from now.
7. **Impact on the Colleges and the District**
   a. Describe the most significant relationships with other District and College operations.
      i. What major impact does your unit have on them?
      ii. What major impact do they have on your unit?
   b. How do you mission, vision, and goals contribute to the Board Imperatives and the District and/or College mission, vision, strategic directions, and/or goals?
8. **Other Pertinent Information**
   a. Include any other information you regard as necessary for a full understanding of your unit.
9. **Goals, Objectives, Action Plans, and Resource Requests**
   a. Goals over the next three years
   b. Objectives for each goal
   c. Principal Activities for each objective
   d. Timeline for completion of each Objective/Activity
   e. Person responsible for ensuring completion of each Objective/Activity
   f. For Goals and Objectives that require resources:
      i. Resources required to achieve Goal/Objective over the next three years with rationale for each;
      ii. Identification of associated Goals/Objectives
      iii. Type of Resource (Expenditure Category, One-Time/Ongoing)
      iv. Estimated annual cost (or savings) for the next three years