

Section I - Comprehensive Planning Summary or Annual Program Update

Unit:

Date:

A.	Program Planning					
	DVC Directive: Diablo Valley College will increase student success.					
	DVC Values:					
	Excellence- Diablo Valley college is dedicated to the highest standards of excellence.					
	Student Learning- Diablo Valley college is dedicated to providing students with the support they need to achieve their educational goals.					
	Equity- Diablo Valley College is dedicated to institutional and inclusive excellence.					
	Four Goals					
	1. The college will foster excellence by integrating best practices in academic programs and student support services.					
	2. The college will align its governance, operational and planning processes to ensure institutional effectiveness.					
	3. The college will effectively direct and augment its resources to increase student learning and success.					
	4. The college will develop and implement a human resources plan to maximize employee expertise to support the institution's commitment to excellence and equity.					
A.1	Program Plan - Update Annually- Program Strategies/Activities should incorporate measureable action that furthers DVC's Strategic Plan Goals (see above), supports equitable student success and targets improvement of student learning outcomes.					
Priority	Strategy/Activity	New or Continuing? (checkbox)	Link to DVC Strategic Plan Goal/Objective	How does this strategy/activity improve student success/student learning/equity/institutional effectiveness or respond to other key college initiatives?		Timeline
Example						
	Progress:					
	Revision/Deletion:					
1						
	Progress:					
	Revision/Deletion:					
2						
	Progress:					
	Revision/Deletion:					
3						
	Progress:					
	Revision/Deletion:					

4 additional rows as needed

A.2	Improvement of Student Achievement: Explain how achievement of strategies/activities will increase student achievement (course completion, degree, certificate, or transfer ready) in the course and program. (Optional for UPDATE, required for COMPREHENSIVE PROGRAM REVIEW)

A.3	Alignment with Learning Outcomes: Describe how achievement of strategies/activities will increase achievement of learning outcomes: (SLOs, PLOs, GELOs, ILOs). (Optional for UPDATE, required for COMPREHENSIVE PROGRAM REVIEW)

B.	Describe how your unit is working towards more collaboration between units such as PHC/SRC; student services and instruction; etc. in order to address the strategic plan.

C.	Unit accomplishments, improvements since the last update/review: (bulleted list)

D.	Unit significant changes since the last update/review:(bulleted list)

E.	Utilization of total budget available over five year period (operating, cocurricular, grants, foundation, other - add columns to accommodate)			
	Budget Year	Total Funds Available	Actual Expenditure	Total % Expenditure
	2010-11			
	2011-12			
	2012-13			
	2013-14			
	2014-15			
	Comment on over or under-expenditure of funds:			

F. Program Resources and Support - Use the tables below to summarize any resource requests necessary to achieve your program goals for which no program funds are available. These requests should only be for needed items that cannot be funded from your existing unit budget. NOTE: Issues that pose a risk to safety or ADA compliance should be immediately referred to management. These issues are inappropriate in Program Review. Add rows as needed.

F.1 PERMANENT STAFF NEEDS: List/summarize needs below. One position per line. Add lines as required. Include in H. Critical Human Resource Needs

Position Needed	Position Type	Related Program Strategies/Activities (see A.1 or A.1.a)	Academic Year	Approx Compensation (Salary + Benefits)	Is this request shared by other units/programs or related to other requests in the review/update?
Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.					
If request impacted more than one metric, describe:					

F.2 FACULTY NEEDS (can include request for reassigned time): List/summarize needs below. One position per line. Add lines as required. Include in H. Critical HR Needs

Position Needed	Position Type	Related Program Strategies/Activities (see A.1 or A.1.a)	Academic Year	Approx Compensation (Salary + Benefits)	Is this request shared by other units/programs or related to other requests in the review/update?
Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.					
If request impacted more than one metric, describe:					

F.3 EQUIPMENT (NOT TECHNOLOGY - see Guidelines) : List/summarize needs below. One item per line. Add lines as required.

Equipment Needed (indicate N-new, R- Replacement RF- Refreshment)	Related Program Strategies/Activities (see A.1 or A.1.a)	Cost per item	Number	Total Cost	Ongoing costs/fees per year	Projected Lifespan	Disposal Cost	Is this request shared by other units/programs or related to other requests in the review/update? Explain.
Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.								
If request impacted more than one metric, describe:								

F.4 TECHNOLOGY/HARDWARE: List/summarize needs below. One hardware item per line. Add lines as required. Please do not include items already identified in a refreshment cycle.

Hardware Needed (indicate N-new, R- Replacement RF- Refreshment)	Related Program Strategies/Activities (see A.1 or A.1.a)	Cost per item	Number	Total Cost	Ongoing costs/fees per year	Projected Lifespan	Disposal Costs	Is this request shared by other units/programs or related to other
Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.								
If request impacted more than one metric, describe:								

F.5 TECHNOLOGY/SOFTWARE: List/summarize needs below. One software item per line. Add lines as required. Please do not include items already identified in a refreshment cycle.

Software Needed (indicate N-new, R- Replacement RF- Refreshment)	Related Program Strategies/Activities (see A.1 or A.1.a)	Cost per item	Number	Total Cost	Ongoing costs/fees per year	Projected Lifespan	Is this request shared by other units/programs or related to other requests in the review/update? Explain.
Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.							
If request impacted more than one metric, describe:							

F.6 FURNITURE/FIXTURES: List/summarize needs below. One request/issue per line. Shipping, tax and installation costs should be included.

Furniture/Fixture Request (indicate N-new, R- Replacement RF- Refreshment)	Related Program Strategies/Activities (see A.1 or A.1.a)	Cost per item	Number	Total Cost	Ongoing costs/fees per year	Projected Lifespan	Disposal Cost	Is this request shared by other units/programs or related to other requests in the review/update? Explain.
Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.								
If request impacted more than one metric, describe:								

F.7 FACILITIES: List/summarize needs below. One request/issue per line. Add lines as required. Please do not include facilities requests that are already identified in the Scheduled Maintenance list. NOTE: Facilities issues that pose a risk to safety or ADA compliance should be immediately referred to management. These issues are inappropriate in Program Review. Refer to Program Review Guidelines for clarifications regarding Facilities Requests.

Facility Request	Related Program Strategies/Activities (see A.1 or A.1.a)	Cost	Ongoing costs/fees per year	Projected Lifespan	Is this request shared by other units/programs or related to other requests in the review/update? Explain.

Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.

If request impacted more than one metric, describe:

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F.8 PROFESSIONAL DEVELOPMENT NEEDS: List/summarize needs below. One request per line. Add lines as required.

Professional Development Need	Related Program Strategies/Activities (see A.1 or A.1.a)	Cost	Ongoing costs/fees per year	Is this request shared by other units/programs or related to other requests in the review/update? Explain.

Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.

If request impacted more than one metric, describe:

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F.9 SERVICE NEEDS: List/summarize service needs below (Research, Marketing, Technical Training, etc.) One request per line. Add lines as required.

Service Need	Related Program Strategies/Activities (see A.1 or A.1.a)	Cost	Ongoing costs/fees per year	Is this request shared by other units/programs or related to other requests in the review/update? Explain.

Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.

If request impacted more than one metric, describe:

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F.10 SUPPLIES BUDGET AUGMENTATION (ONE TIME) instructional supplies items - individual items under \$1000 with minimum total purchase over \$1000): List/summarize needs below, One request per line. Add lines as required.

Supply Need	Related Program Strategies/Activities (see A.1 or A.1.a)	Cost per item	Number	Total Cost	Is this request shared by other units/programs or related to other requests in the review/update?
Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.					
If request impacted more than one metric, describe:					

F.11 OPERATING BUDGET AUGMENTATION (ONGOING): List/summarize other needs below, One request per line. Add lines as required. See PROGRAM REVIEW HANDBOOK for appropriate Operating Budget expenditures.

Requested Augmentation	Related Program Strategies/Activities (see A.1 or A.1.a)	Total augmentation per year	Is this request shared by other units/programs or related to other requests in the review/update? Explain.
Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.			
If request impacted more than one metric, describe:			

F.12 OTHER NEEDS: List/summarize other needs below. One request per line. Add lines as required.

Other Need	Related Program Strategies/Activities (see A.1 or A.1.a)	Cost	Ongoing costs/fees per year	Is this request shared by other units/programs or related to other requests in the review/update?
Describe impact (dropdown menu): 1. student success 2. student learning 3. equity 4.institutional effectiveness 5. other key college initiative.				
If request impacted more than one metric, describe:				

G. CRITICAL NEEDS RANKING: Rank from 1 (most critical) to 10 (less critical) the UNFUNDED resource requests from above necessary to achieve your program goals. Do not include HR needs. Indicate HR needs in H. below.

Priority	Request	Related Program Strategies/Activities (see A.1 or A.1.a)	Approx Initial Cost	Ongoing costs/fees per year	Source of Estimate	Category (pull-down)	Is this request shared by other units/programs or related to other requests in the review/update? Explain
1	Justification:						
2	Justification:						
3	Justification:						
4	Justification:						
5	Justification:						
6	Justification:						
7	Justification:						
8	Justification:						
9	Justification:						
10	Justification:						

H. CRITICAL HUMAN RESOURCES NEEDS RANKING: Rank from 1 (most critical) to ?? (less critical) the positions required to achieve your program goals.

Priority	Request	Related Program Strategies/Activities (see A.1 or A.1.a)	Approx Initial Cost	Ongoing costs/fees per year	Source of Estimate	Category (pull-down)	Is this request shared by other units/programs or related to other requests in the review/update? Explain
1	Justification: How will this position assist DVC to address our strategic goals and values?						
2	Justification: How will this position assist DVC to address our strategic goals and values?						
3	Justification: How will this position assist DVC to address our strategic goals and values?						
4	Justification: How will this position assist DVC to address our strategic goals and values?						
5	Justification: How will this position assist DVC to address our strategic goals and values?						
6	Justification: How will this position assist DVC to address our strategic goals and values?						

H.	Reflections on Program Review Process (Commentary on unit participation/involvement in the development of the PR, dialogue on process and outcomes, recommendations for PR process improvement, etc. Complete for COMPREHENSIVE PROGRAM REVIEW ONLY)
I.	Suggestions for improvement to the program review templates.

Program Review Signature Page

Unit Program Review Chair/Lead/Contact

Print Name

Signature

Committee Members

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Department Chair:

Print Name

Signature

Division Council Reviewers:

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Division Council Comments:

Advisory Committee Chair Review:
(CTE Only)

Print Name

Signature

Comments:

Division Dean:

Print Name

Signature

Comments: