De Anza College

Finance & College Operations Planning and Budgeting Team (FCOPBT)

Program Review

*Reference supporting documents, such as charts, tables, spreadsheets etc, in your answers and upload these supporting documents into Tracdat under the “documents repository” area.* <https://deanza.tracdat.com/tracdat/>

|  |  |  |
| --- | --- | --- |
| Answer these questions | 1) Department/Division Information | Put your answers here. These are the same responses you will enter into Tracdat |
| Department/Division Name | Enter the name of the department/division being reviewed |  |
| Name(s) of the author(s) of this report: | Enter the name or names of those who authored this program review |  |
| What is the primary focus of your department/division? |  |  |
| How many customers are served by this department/division annually and is this number trending up, even, or down?  | Please discuss the number of customers who are served in the department/division and explain whether the number of customers is increasing, even, or decreasing. Are there any anticipated trends in the number of customers served? |  |
| Who are the typical customers served by this department/division?  | Please discuss the typical customers who are served in the department/division.  |  |
| Answer these questions | 2) Mission  | Put your answers here. These are the same responses you will enter into Tracdat  |
| What is the department/division Mission Statement? | Cut/paste or type in the department/division most current Mission Statement.  |  |
| In what ways and to what extent does the department/division demonstrate that its services support department/divisions mission statement | Tie your response to the department/division mission statement |  |
| Answer these questions | 3) Staffing III.A.9. The institution has a sufficient number of staff with appropriate qualifications to support the effective educational, technological, physical, and administrative operations of the institution. | Put your answers here. These are the same responses you will enter into Tracdat |
| Number of classified employees |  |  |
| Number of management employees |  |  |
| Number of student employees |  |  |
| Position(s) Needed | Replace due to Vacancy, Growth, None Needed Unless Vacancy Please identify any anticipated changes in Classified, Faculty, and Administration positions that could occur over the next five years. Explain why these changes may be needed, i.e. new directions, retirements, policy issues, etc. |  |
| Justification for Position(s): | Do you have assessment data available to justify this request for position/s? If so provide the AUO assessment data, reflection, and enhancement that support this need. If not, provide other data to support this need |  |
| If additional position/s were hired did it result in the expected improvement? How so?  | Do you have assessment data available to prove the additional position resulted in the desired improvement? If so provide the AUO assessment data, reflection, and enhancement that support this assertion. If not, provide other data to support this need |  |
| Answer these questions | 4) FacilitiesIII.B.3 To assure the feasibility and effectiveness of physical resources in supporting institutional department/divisions and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account. | Put your answers here. These are the same responses you will enter into Tracdat |
| Have there been any facility changes in the last five years  | Please explain any significant changes in department/division facilities that have occurred over the past five years.  |  |
| Are there any significant facility changes that will be needed over the next five years? | Please identify any anticipated facility needs that could occur over the next five years. Explain why these changes may be needed |  |
| Justification for facility requests  | Do you have assessment data available to justify this request for facility changes? If so provide the AUO assessment data, reflection, and enhancement that support this need. If not, provide other data to support this need |  |
| If additional facility changes occurred, did it result in the expected improvement? How so?  | Do you have assessment data available to prove the additional position resulted in the desired improvement? If so provide the AUO assessment data, reflection, and enhancement that support this assertion. If not, provide other data to support this need |  |
| Answer these questions | 5) Equipment(III.B.2.Q2 What processes ensure that department/division and service needs determine equipment replacement and maintenance?) | Put your answers here. These are the same responses you will enter into Tracdat |
| Have there been any equipment purchases in the last five-years. If so what was purchased? |  |  |
| Are there any equipment purchases that will be needed over the next five years? | Please identify any anticipated department/division equipment needs that could occur over the next five years. Explain why these changes may be needed.  |  |
| Justification for equipment(s): | * Do you have assessment data available to justify this request for equipment? If so, provide the AUO assessment data, reflection, and enhancement and/or Advisory Board input to support this need. If not, provide other data to support this need.
* Who will use this equipment?
* What would the impact be on the department/division with or without the equipment?
* What is the life expectancy of the current equipment?

How does the request promote the department/division mission?  |  |
| If additional equipment was purchased, did it result in the expected improvement? How so? | Do you have assessment data available to prove the additional position resulted in the desired improvement? If so provide the AUO assessment data, reflection, and enhancement that support this assertion. If not, provide other data to support this need |  |
| Answer these questions | 6) B Budget | Put your answers here. These are the same responses you will enter into Tracdat |
| What is the Department/Division discretionary (B) budget? | Round up to dollars (no cents) |  |
| Does the department/division need additional discretionary funding? If so, why? | Please explain any significant changes in department/division operational funding that have occurred over the past five years.  |  |
| Additional discretionary budget requests | Please identify any anticipated additional discretionary budget needs that could occur over the next five years. Explain why these changes may be needed |  |
| Justification for additional discretionary budget | Do you have assessment data available to justify this request for equipment? If so, provide the AUO assessment data, reflection, and enhancement and/or Advisory Board input to support this need. If not, provide other data to support this need. What would the impact be on the department/division with or without the additional discretionary budget?  |  |
| If additional discretionary budget was allocated, did it result in the expected improvement? How so? | Do you have assessment data available to prove the additional discretionary budget resulted in the desired improvement? If so provide the AUO assessment data, reflection, and enhancement that support this assertion. If not, provide other data to support this need |  |
| Answer these questions | 7) Organizational Alignment | Put your answers here. These are the same responses you will enter into Tracdat |
| Have there been any significant organizational alignment changes over the last five years? | Please explain any significant organizational alignment changes that have occurred over the past three years. |  |
| Are there any significant organizational alignment changes that will be needed over the next five years? | Please identify any anticipated changes to organizational alignments that could occur over the next five years. Explain why these changes may be needed. |  |
| Justification for significant organizational alignment changes | Do you have assessment data available to justify this request for organizational alignment changes? If so, provide the AUO assessment data, reflection, and enhancement and/or Advisory Board input to support this need. If not, provide other data to support this need.  |  |
| If additional significant organizational alignment changes were made did it result in the expected improvement? How so? | Do you have assessment data available to prove the significant organizational alignment changes resulted in the desired improvement? If so provide the AUO assessment data, reflection, and enhancement that support this assertion. If not, provide other data to support this need |  |
| Answer these questions | 8) Regulations/Laws/Policies | Put your answers here. These are the same responses you will enter into Tracdat |
| Have there been any significant changes in regulations/laws/policies over the last five years? | Please explain any significant changes in regulations/laws/policies that have occurred over the past three years. (Federal, State, Local, District, college, etc. |  |
| Are there any significant changes in regulations/laws/policies that will affect the department/division over the next five years? | Please identify any anticipated changes in regulations/laws/policies that could affect the department/division over the next five years. (Federal, State, Local, District, college, etc.) |  |
| Does the department/division need additional resources to meet the new regulations/laws/policies? | Please identify any anticipated resources that maybe needed |  |
| Justification for additional resources | Do you have assessment data available to justify this request for additional resources? If so, provide the AUO assessment data, reflection, and enhancement and/or Advisory Board input to support this need. If not, provide other data to support this need.  |  |
| If additional resources were made provided did it result in the expected improvement? How so? | Do you have assessment data available to prove the significant organizational alignment changes resulted in the desired improvement? If so provide the AUO assessment data, reflection, and enhancement that support this assertion. If not, provide other data to support this need |  |
| Answer these questions | 9) Professional Development | Put your answers here. These are the same responses you will enter into Tracdat |
| Have there been any significant professional development activities for the department/division over the last five years? | Please explain any significant professional development activities that have occurred over the past five years. Include the nature, reason, significance, and outcomes of the activities. |  |
| Are there any significant professional development needs for the department/division (or others) over the next five years? | Please identify any anticipated professional development needs for the department/division over the next five years. Include the anticipated nature, reason, significance, and outcomes of the activities |  |
| Justification significant professional development  | Do you have assessment data available to justify this request for professional development? If so, provide the AUO assessment data, reflection, and enhancement and/or Advisory Board input to support this need. If not, provide other data to support this need.  |  |
| If additional professional development was provided did it result in the expected improvement? How so? | Do you have assessment data available to prove the additional professional development changes resulted in the desired improvement? If so provide the AUOP assessment data, reflection, and enhancement that support this assertion. If not, provide other data to support this need |  |
| Answer these questions | 10) Other Resources | Put your answers here. These are the same responses you will enter into Tracdat |
| Other Needed Resources & Justification | List resource needs other than faculty, staff, facility, and equipment needs. For instance, assistance in working with counselors, finding tutors to work with customers, support for assessment projects |  |
| Answer these questions | 11) Administrative Unit Outcomes(Accreditation Standard II.B.4-The institution evaluates Administrative units to assure their adequacy in meeting identified mission and goals. Evaluation of these services provides evidence that they contribute to the achievement of the department/division mission and goals. The institution uses the results of these evaluations as the basis for improvement.) | Put your answers here. These are the same responses you will enter into Tracdat |
| What are the current/active department/division outcome statements? | Please list all of the AUO statements for the department/division. Reference Tracdat link. |  |
| How many AUO statements have been assessed since the last program review? | Please identify the AUO statements that have been assessed over the past five years. Reference Tracdat link. |  |
| Summarize the outcomes assessment findings and resulting department/division enhancements. | Please summarize the outcomes assessment findings and resulting department/division enhancements made over the last five years. Reference Tracdat link. |  |
| What are the department/division outcome assessment plans for the next five years? | Please indicate which AUO statements will be assessed over the next five years and when. (Include any plans to create new outcome statements.) Reference Tracdat link. |  |