Academic Affairs Program Review Annual Report Overview

Instructor		Program/ Department		Division

Instructor Reflections on Student Learning
To be completed each semester by each instructional faculty member

Directions
At the beginning of the Semester
1. Meet with your department or group to choose at least one SLO or supporting objective for at least one of your courses to focus on for the semester.
2. Each department or group must choose to focus on GEOs (General Education Outcomes) at least twice during a program review cycle, if the department or group teaches GE courses.
During the Semester
3. Evaluate the student attainment of your chosen SLO(s) or supporting objective(s).
Near the end of or shortly after the semester
4. Reflect on the results and think about ways to improve the student learning related to the outcome(s) or objective(s).
5. Record your thoughts on this form in preparation for meeting with your department or group.
6. Keep this form for your records after your meeting with your department or group.
7. Proceed to the "Program Reflections on Student Learning".

Instructor Name	Department or Group name	
Course Name and Number	Semester	Date

Share and summarize; write as action plans →

Program Reflections on Student Learning
To be completed each semester by each department or group within each division or area.

Directions
Near the end of or shortly after the semester
1. Meet with your department or group and discuss the student attainment of SLOs or supporting objectives as well as plans for the improvement of student learning.
2. Record the results on the "Program Reflections on Student Learning" Form.
3. Include all forms in the Program Review package.

Department or Group Name	Semester	Date
Department or Group Members Present	Principle SLOs or Supporting Objectives Discussed	

Summary of Department or Group Discussion about Student Learning

Prioritize and submit to advisory group →

Academic Affairs Program Review – Annual Report Summary

Date:

Program:

Prepared by:

1. Select one of the abbreviations that best describes the status of each action plan item described in your most recent program review. "C" means completed, "IP", in progress, "D", deleted, and "A", added.
2. Please provide rationale for additions and deletions.
3. List in order of priority.

Budget-Dependent Items

Status (C,IP,D,A)	Action Item	PRSL	Timeline	Person(s) Assigned	Amount

- Evaluate and analyze student learning
- Develop ideas on how to improve
- Complete once per semester

- Engage in dialog about student learning
- Summarize ideas on how to improve
- Write action plans
- Complete once per semester
- Attach to the Annual Report Summary

- Prioritize action plans
- Provide progress report on previous plans
- Link student learning to resource allocation
- Complete once per year
- Attach Program Reflections from the two most recent semesters
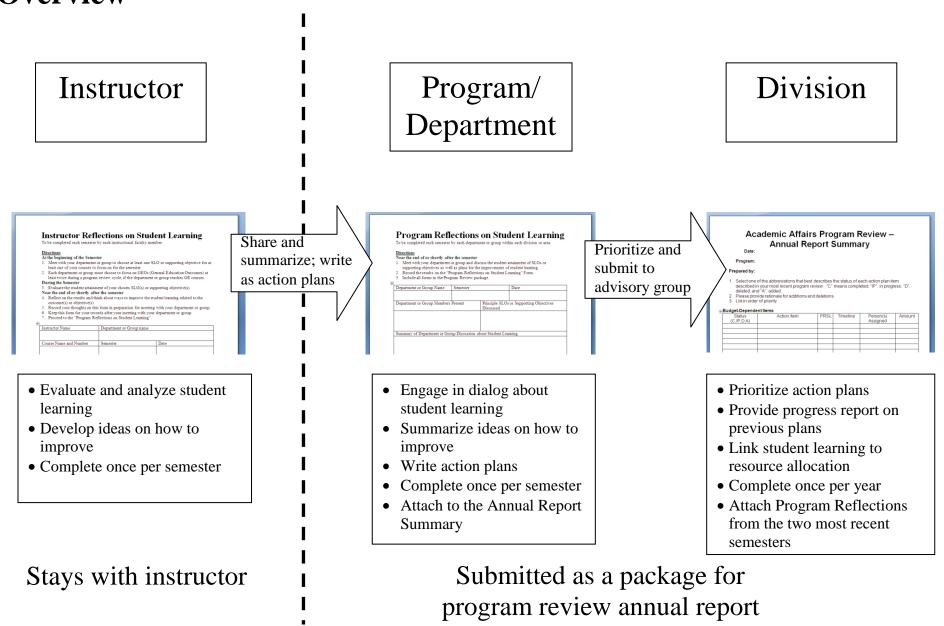
Stays with instructor

Submitted as a package for program review annual report

Instructor Reflections on Student Learning
To be completed each semester by each instructional faculty member

Directions
At the beginning of the Semester
1. Meet with your department or group to choose at least one SLO or supporting objective for at least one of your courses to focus on for the semester.
2. Each department or group must choose to focus on GEOs (General Education Outcomes) at least twice during a program review cycle, if the department or group teaches GE courses.

During the Semester
3. Evaluate the student attainment of your chosen SLO(s) or supporting objective(s).

Near the end of or shortly after the semester
4. Reflect on the results and think about ways to improve the student learning related to the outcome(s) or objective(s).
5. Record your thoughts on this form in preparation for meeting with your department or group.
6. Keep this form for your records after your meeting with your department or group.
7. Proceed to the "Program Reflections on Student Learning".

Instructor Name	Department or Group name	
Course Name and Number	Semester	Date
Course SLOs or supporting objectives (one or more) to be evaluated this semester		
Evaluation Methods for the SLO(s) or Supporting Objective(s)		
Brief summary of evaluation results		
How do you plan to use the evaluation results to improve student learning.		

Program Reflections on Student Learning
To be completed each semester by each department or area within each division, and submitted as part of the Program Review Annual Report

<u>**Directions**</u>
Near the end of or shortly after the semester
1. Meet with your department or group and discuss the student attainment of SLOs or supporting objectives as well as plans for the improvement of student learning.
2. Record the results on the "Program Reflections on Student Learning" Form.
3. Include the two most recent forms in the Program Review Annual Report package.

Department or Group Name	Semester	Date

Department or Group Members Present	Principle SLOs or Supporting Objectives Discussed

Summary of Department or Group Discussion about Student Learning

Description of action plans resulting from the analysis of student attainment of SLOs or supporting objectives (budget dependent or non-budget dependent) This description forms the rationale for these action plans. Describe these plans and give them a descriptive title so that they can be easily correlated to the list of action plans on the Program Review Annual Report Summary on the next page.

Academic Affairs Program Review – Annual Report Form -- Summary

Date:

Program:

Prepared by:

1. Select one of the abbreviations that best describes the status of each action plan item described in your most recent program review: "C" means completed; "IP", in progress; "D", deleted, "A", added, "NM", no money.
2. For those items that are specifically described in your department's Program Reflections on Student Learning forms, check the box under PRSL (Program Reflections on Student Learning).
3. For those items that address one or more of the institutional goals, check the box under Goals.
4. Please provide rationale for additions and deletions, referring to the Program Reflections on Student Learning form as appropriate.
5. List in order of priority.
6. Attach the two most recent Program Reflections on Student Learning from each department or area.

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):