



I. Mission & Integrity

Focus on the Mission

- 1. Describe the program and goals. Use the suggested measures to provide details on the size and scope of the program.

Measures:

- a) analysis of the number of students and/or staff served over the past three years
- b) review of the number and type of transactions (service calls, hiring committees, etc.)
- c) Additional Measure _____
- d) Additional Measure _____
- e) Additional Measure _____

- 2. How do the goals of the program support the college’s vision and mission? How does the program align with the strategic plan?

Measures:

- f) Noel-Levitz Student Satisfaction Inventory (selected questions and categories)
- g) Additional measure _____
- h) Additional Measure _____
- i) Additional Measure _____

- 3. Highlight the program’s current resources to achieve your program goals in terms of staff, equipment, and financial resources. For budget details, include categories of expenditures. Additionally, list all sources of annual resources (e.g. capital aid, fund 1, grant resources) and the percentage of program budget that revenue sources represents.

- 4. Briefly highlight strengths and opportunities for improvement related to how well your program supports the vision and mission of the institution.





II. Student Learning and Effective Teaching

Focus on Student Learning Outcomes

1. Comment on facilities, equipment, and technology that the program uses, and how these resources support student learning. Evaluate their current adequacy and any future needs related to facilitating learning for students. If a resource is not adequate or needs to be expanded, explain why improvement is needed.
2. Are employees aware of the Estrella Mountain General Education Abilities? (see <http://www2.estrellamountain.edu/academics/saac/abilitiesmatrix.asp>) How do your program goals directly or indirectly support any of the General Education Abilities?
3. How are employees involved in providing services and creating environments to support learning? Is the level of involvement sufficient or can this involvement be enhanced? Are there additional ways staff can be involved in supporting learning on the campus?

III. Acquisition, Discovery, and Application of Knowledge

Focus on Staff Learning Outcomes

1. Explain how employees in the program maintain expertise in their discipline or area of responsibility. What will be the greatest professional growth and training needs for program staff over the next three years?
2. Are there new or emerging opportunities for professional development and training that should be utilized that have not been available in the past?
3. Briefly highlight strengths and opportunities for improvement related to participation in and availability of professional growth and learning opportunities for employees?

Measures:

- a) *ratio of faculty/staff participating in professional growth activities/total program faculty/staff*
- b) *Additional Measures* _____
- c) *Additional Measures* _____





IV. Engagement and Service

Focus on Constituencies

1. Describe activities initiated and led by program staff members that have positively impacted the college and community. Are there future activities the program is considering? Is the amount and type of community involvement appropriate?
2. Identify what the program has done to establish communication, partnerships, and cooperation with high schools, other colleges, community groups, and municipalities in support of the program and the college's vision and mission. Provide data related to the effectiveness of these partnerships and collaborative agreements.
3. What challenges have you identified in working with your constituents and what lessons have been learned? Are there issues that need to be addressed in creating and maintaining future partnerships?

Measures:

- a) # of partnerships and type of partnerships
- b) # of students served/benefited from partnership
- c) # of faculty/staff served/benefited from partnership
- d) partnership satisfaction data
- e) event survey results
- f) Other Measures _____

V. Preparing for the Future

Focus on the Future

1. Identify strengths of the program (e.g. program achievements/accomplishments, major activities or initiatives, progress made since last review, celebrations and recognitions).
2. Identify potential strategies to maintain or improve program performance. Include consideration of the following in your response:
 - Opportunities for the program to continue in a similar or different format.
 - Opportunities for cost-containment through restructuring or technological innovations.
 - Opportunities for collaboration with other programs or institutions. How can duplication be avoided?
3. Describe challenges for the program at the present time. Comment on issues or areas of concern which may impact the progress or effectiveness of the program.
4. Describe strengths and challenges for faculty/staff appropriate to the program's current status or future development. Indicate any immediate and projected staffing needs/requests. Include comparison staffing data or nationally recognized staffing standards.



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Administrative Services Review

5. Describe community and compliance influences by external factors (e.g. state laws, external accreditation requirements, and changing community demographics) that will impact the program's ability to achieve future goals.
6. Based on this program review, what is your three-year plan for the program? Include goals, responsible party, timeline, resource implications. Also include staffing (hiring and professional development), facility, and technology needs.