



Annual Program Plan/Review Feedback Form - IPC

Program Learning Center **Division** Instruction & Student Services
IPC Member(s) _____ **Date** _____
Reviewers Michelle Morton **Reviewed** 5/17/13

The purpose of this form is to provide feedback to the Department/Program.

I. Curriculum Offerings	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of curriculum updates for all courses.	Click here to enter text.	Click here to enter text.	X	Click here to enter text.
2. Status of SLOAC for all courses.	Click here to enter text.	Click here to enter text.	X	Click here to enter text.
3. A description of the complete curriculum offering cycle.	Click here to enter text.	X	Click here to enter text.	Click here to enter text.
4. A plan for necessary curriculum development.	Click here to enter text.	Click here to enter text.	X	Click here to enter text.
Comments/Questions: The Office of Instruction and/or Student Services should provide support for the Learning Center on coordinating instruction and support functions and entering its data into TrakDat. Perhaps release time or administrative support.				

II. Program Level Data	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The data is prepared by the Office of Research and Planning and is to be attached to this document. This section should include the following:</i>				
1. Identification of trends on data packets.	Click here to	X	Click here to	Click here to



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	enter text.		enter text.	enter text.
2. Identification of program performance.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
3. Identification of PLOs (Program Learning Outcomes) assessment plan.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
4. Analysis of PLOs (Program Learning Outcomes) results.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<p>Comments/Questions: PLOs discussed in Annual Program Plan for Student Services. Learning Center would benefit from support to review, evaluate, and revise materials for LCTR (planned for 2013-2014).</p>				

III. Action Plan	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Reflections on Department/ Program needs and goals.	Click here to enter text.	X	Click here to enter text.	Click here to enter text.
2. An action plan for what is to be accomplished for the next year.	Click here to enter text.	X	Click here to enter text.	Click here to enter text.
<p>Comments/Questions: Reviewing LCTR courses & SLOs 2013-2014. See also Annual Program Plan for Student Services.</p>				

IVa. Faculty and Staff hiring needs	Incomplete	Complete	Complete	Complete
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	information	information, some analysis	information, analysis	information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.	Click here to enter text.	Click here to enter text.	X	Click here to enter text.
2. Justification fits Department/Division/College needs.	Click here to enter text.	Click here to enter text.	X	Click here to enter text.
Comments/Questions: An additional Instructional Aide II in the Learning Center would benefit the entire college.				

IVb. Professional Development needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: See Annual Program Plan for Student Services. Any professional development needs to revise LCTR courses?				

IVc. Classroom and Instructional Equipment needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information (item description, suggested vendor, number of items, total cost).	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

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2. Justification is consistent with Department/Division/College needs (uses previous program plan information).	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: n/a				

IVd. Office of Planning, Research & Student Success data needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Do we have demographic information about who enrolls in LCTR courses?				

IVe. Facility needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.	Click here to enter text.	Click here to enter text.	X	Click here to enter text.
Comments/Questions: Click here to enter text.				

Other/General Comments:
 Learning Center's Annual Program Plans for Instruction and Student Services should be reviewed together by the same person(s).



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IPC Co-Chair Signature

Carol Rhodes

Date

5/20/2013

VPI Co-Chair Signature

[Signature]

Date

5/20/13