
Comprehensive Review

Annual Review

B. STAFFING PROFILE

1. In the table indicate the number in terms of FTE. For instance, 1 full-time staff person is 1.0, and a half-time person is .5.

SERVICE/OFFICE/PROGRAM GOALS

1. List and describe service/office/program goals for the next comprehensive review cycle. Be sure to highlight innovative, unique, or other especially noteworthy aspects.

VISION STATEMENT

MISSION STATEMENT

A. DATA & TRENDS

1. Provide available data and information that define target recipients of the service/office/non-instructional program
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3. Provide any other relevant data



B. SERVICE/PROGRAM MODALITY

1. Describe the different physical locations (campuses, sites, etc.) at which, the various delivery vehicles (phone, online, face-to-face, etc.) through which, and the times (of day, evening, week, etc.) at which the service/program is provided to intended recipients.
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3. Describe the process to change and improve service

2. Describe how service area outcomes were specifically addressed by the service/office/program during the past year.

3. Describe assessment activities that need to be strengthened or improved. What are the challenges to achieving these improvements?

D. PREVIOUSLY SCHEDULED ACTIVITIES

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into AY 2016-17

Section III

1. Evaluate the success of each activity scheduled, including activities completed and those in progress. What measurable outcomes were achieved? Did the activities and subsequent dialogue lead to significant change in service or program success?

A. NEW ACTIVITIES



2. This item is used to describe how the new activity, or continuing new activity, will support the service/office/program.

a) Describe the new activity or follow-on activity that this resource will support.

b) Describe how this activity supports all of the following that apply:

- 1) Service Area Outcome (list applicable service area outcome)
- 2) Program level Outcome (list applicable program level outcome)
- 3) Course level Outcome (list applicable course level outcome)
- 4) Service/Program Goal (list applicable service /program goal outcome)
- 5) Strategic Plan Goal (list applicable strategic plan outcome)

c) Does this activity span multiple years? YES NO

d) What measurable outcomes are expected?

e) What are the barriers to achieving success in this activity?

3. This item is used to describe how the new activity, or continuing new activity, will support the service/office/program.

f) Describe the new activity or follow-on activity that this resource will support.

g) Describe how this activity supports all of the following that apply:

6) Service Area Outcome (list applicable service area outcome)

7) Program level Outcome (list applicable program level outcome)

8) Course level Outcome (list applicable course level outcome)

9) Service/Program Goal (list applicable service /program goal outcome)

10) Strategic Plan Goal (list applicable strategic plan outcome)

j) What are the barriers to achieving success in this activity?

4. This item is used to describe how the new activity, or continuing new activity, will support the service/office/program.

m) Does this activity span multiple years? YES NO

n) What measurable outcomes are expected from this activity? List indicators of success.

o) What are the barriers to achieving success in this activity?

5. This item is used to describe how the new activity, or continuing new activity, will support the service/office/program.

p) Describe the new activity or follow-on activity that this resource will support.

q) Describe how this activity supports all of the following that apply:

16) Service Area Outcome (list applicable service area outcome)

17) Program level Outcome (list applicable program level outcome)

18) Course level Outcome (list applicable course level outcome)

19) Service/Program Goal (list

APPENDIX A. Strategic Priorities & Goals

(from Hartnell College Strategic Plan 2013-2018)



