

**PROGRAM REVIEW**

**CENTER FOR CAREER AND LIFE  
DEVELOPMENT**

**Saddleback College**

**2002-2003**

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## **MISSION STATEMENT**

Before writing the unit's mission statement, examine the current Saddleback College mission statement as well as Saddleback College goals and objectives to insure alignment with your own unit.

**Provide the mission statement for your unit.**



## EXECUTIVE SUMMARY

**Use the following guidelines to provide a concise overview/summary of the program review process contained in this report (250 words or less).**

- 1) Overview of program review process used
- 2) Brief description of goals and objectives of unit
- 3) Unit Evaluation
  - a) Progress on previous program review recommendations
  - b) Unit strengths
  - c) Areas for improvement
- 4) Recommendations
  - a) What are the major conclusions on the state of the present unit?
  - b) Summarize the plan for improving or maintaining the quality of the unit.
  - c) Key planning issues



## **HISTORICAL OVERVIEW**

**Provide an abbreviated description of the overall history, major developments to-date for your unit (1 ½ to 2 pages).**



## PROGRAM EVALUATION

The fundamental objective of program review is to examine “What do you do and how well do you do it.”

**Provide a concise, written commentary that addresses the following questions.**

1. *What are the unit's primary goals and objectives?*
2. *What you do (activities) to achieve the goals and objectives of the unit?*
3. *How well do you do it (self-evaluation)?*
4. *What evidence can you provide to validate the unit's effectiveness (outcomes)?<sup>1</sup>*



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<sup>1</sup> Outcomes refers to any form of evidence such as student surveys, research data addressing enrollments and student performance, or other forms of evaluation that are appropriate and available that provide validation of the unit's effectiveness.

## **RECOMMENDATIONS**

Based on the information collected during the program review process, provide a short written commentary addressing each of the following sections for your unit.

**A. Address progress on previous program review recommendations**



**B. Describe the major conclusions from your program review in terms of strengths and areas for improvement?**



**C. Summarize the plan for improving or maintaining the quality of the unit.**



**D. Describe key planning issues<sup>2</sup>**



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<sup>2</sup> Key planning issues addressed in this section should reflect the same key planning issues stated in the most recent Educational Master Plan submitted by your unit.

## APPENDIX

***Include any documents that you used or referenced in your report such as:***

- Student Surveys if available
- Previous Program Review
- Research data
- Most recent Educational Master Plan

### **Comments**

