

COASTLINE COLLEGE

20XX-20XX

Comprehensive Department Review

Department Name

Presented to Academic Senate on April 16, 2019

Table of Contents

Executive Summary

Section 1: Department Planning

Section 2: Human Capital Planning

Section 3: Facilities Planning

Section 4: Technology Planning

Section 5: New Initiatives

Section 6: Prioritization

Executive Summary

The executive summary should be a consolidation of findings, forward strategies, and recommendations.

Section 1: Department Planning

Mission Statement

A mission statement should be compelling and deliberate. It should reflect the purpose of the area under review.

Overview

Provide a clear description of the department.

Internal Analysis

Describe the department's operational performance over the past five years.

Survey Results

Student

Employee

Service Area Outcome(s)

Summarize SAO findings and dialog from department meetings (SAO information and metrics to be provided by Institutional Effectiveness)

Table X Service Area Outcomes (SAOs)

SAO	Measures/Targets

SAO 1:

SAO 2:

SAO 3:

External Compliance

Provide a summary of any compliance regulations (accreditation), actions taken, and gaps identified.

Progress on Initiative(s)

Fill in Table with the following elements.

Initiative: Short description

Status: Specify whether the initiative was Completed, In-Progress, Terminated or Not Started

Progress Status Description: Describe the progress made on the forward strategies.

Outcome(s): Provide a summary of the initiative from inception to completion, indicating associated outcomes.

Table X Progress on Forward Strategies

Initiative(s)	Status	Progress Status Description	Outcome(s)

Response to Program and Department Review Committee Recommendation(s)

Fill in Table with the following elements.

Recommendation #: Short description

Response Status: In-progress, Addressed, Not Addressed

Response Summary: Describe the progress made on the recommendation(s).

Table X Progress on Recommendations

Recommendation(s)	Status	Response Summary

Department Planning and Communication Strategies

Describe the communication methods and interaction strategies used by your department to discuss departmental-level planning, SAOs, and institutional performance data.

Coastline Pathways

Describe the department's involvement in Coastline Pathways over the past year.

Implications of Change

Summarize the findings from the department analysis and outline areas of opportunity for change.

Forward Strategy

Develop a plan to address the implications of change. The plan should specify should aligns with one or more College Goals, College plans (The College planning documents can be found on the College website), and **Coastline Pathways**.

Section 2: Human Capital Planning

Staffing

Table X Staffing Plan

Year	Administrator /Management	F/T Faculty	P/T Faculty	Classified	Hourly
Previous year					
Current year					
1 year					
2 years					
3 years					

Professional Development

Provide a description of the department’s staff professional development participation over the past year. Include evidence that supports department constituents participating in new opportunities to meet the professional development needs of the department.

Table X Professional Development

Name (Title)	Professional Development	Outcome

Forward Strategy

Develop a plan specifies Human Capital needs to support the implementation of your forward strategy (from Sections 1). Specify how the forward strategy aligns with the Staffing Plan and Professional Development.

Section 3: Facilities Planning

Facility Assessment

Provide a description of the department facilities and specify any changes over the past five years as it relates to college planning. Provide evidence of emerging needs for modifications or additions to the department facilities.

Forward Strategy

Develop a plan specifies Facilities needs to support the implementation of your forward strategy (from Sections 1). Specify how the forward strategy aligns with the Facilities Plan.

Section 4: Technology Planning

Technology Assessment

Provide a description of the department's utilization of technology and specify any changes over the past five years. Provide evidence of emerging needs for modifications or additions to the department technology.

Forward Strategy

Develop a plan specifies Technology needs to support the implementation of your forward strategy (from Sections 1). Specify how the forward strategy aligns with the Technology Plan.

Section 5: New Initiatives

Initiative: Provide a short description of the initiative.

Describe how the initiative supports the college mission:

Provide an explanation of how the initiative supports the College mission.

What college goal does the initiative support? Select one

- Student Success, Completion, and Achievement
- Instructional and Programmatic Excellence
- Access and Student Support
- Student Retention and Persistence
- Culture of Evidence, Planning, Innovation, and Change
- Partnerships and Community Engagement
- Fiscal Stewardship, Scalability, and Sustainability

What Educational Master Plan objective does the initiative support? Select all that apply

- Increase student success, retention, and persistence across all instructional delivery modalities with emphasis in distance education.
- Provide universal access to student service and support programs.
- Strengthen post-Coastline outcomes (e.g., transfer, job placement).
- Explore and enter new fields of study (e.g., new programs, bachelor's degrees).
- Foster and sustain industry connections and expand external funding sources (e.g., grants, contracts, and business development opportunities) to facilitate programmatic advancement.
- Strengthen community engagement (e.g., student life, alumni relations, industry and academic alliances).
- Maintain the College's Asian American and Native American Pacific Islander Serving Institution (AANAPISI) designation and pursue becoming a designated Hispanic Serving Institution (HSI).

How does this initiative play a part in Coastline Pathways?

What evidence supports this initiative? Select all that apply

- Service Area Outcome (SAO) assessment
- Internal Research (Student achievement, department performance)
- External Research (Academic literature, market assessment, audit findings, compliance mandates)

Describe how the evidence supports this initiative.

Provide a summary of how the evidence supports the initiative.

Recommended resource(s) needed for initiative achievement:

Specify what resource(s) are needed to support the completion of the initiative.

What is the anticipated outcome of completing the initiative?

Specify the anticipated result(s) of completing the initiative.

Provide a timeline and timeframe from initiative inception to completion.

Create a timeline and provide a timeframe that can be used to complete the initiative

Section 6: Prioritization

List and prioritize resource requests based on the requests from the initiatives

Initiative	Resource(s)	Est. Cost	Funding Type	Health, Safety Compliance	Evidence	College Goal	To be Completed by	Priority

Prioritization Glossary

- Initiative: Provide a short description of the plan
- Resource(s): Describe the resource(s) needed to support the completion of the initiative
- Est. Cost: Estimated financial cost of the resource(s)
- Funding Type: Specify if the resource request is one-time or ongoing
- Health, Safety Compliance: Specify if the request relates to health or safety compliance issue(s)
- Evidence: Specify what data type(s) supported the initiative (Internal research, external research, or service outcomes)
- College Goal: Specify what College goal the initiative aligns with
- To be completed by: Specify year of anticipated completion
- Priority: Specify a numerical rank to the initiative