

Program	
Division	
Contact Person	

Criterion 1: History, Development, and Expectations of the Program/Unit — 5 points

1. Why was this program/unit developed, what is the mission of the program/unit, how has the program/unit adapted to change, how has it responded to changes in student/customer needs, and how has it improved?

Criterion 2: Opportunity Analysis of the Program/Unit — 10 points

1. Please conduct an internal SWOT (strengths, weaknesses, opportunities, threats) analysis. Based on the results, how could this program/unit be revised in order to enhance or strengthen it?
(Additional resources available at the Strategic Planning website: www.snow.edu/vision)

Criterion 3: External Program/Unit Demands — 15 points

1. Provide evidence of the national, state, and/or regional demands for your program/unit? This should be data intensive and may include relevance, transfer, trend lines, and/or job placement; current or proposed state mandates; or new policies or laws relating to student persistence, articulation, accreditation, accountability, sustainability, OSHA, other.

2. Identify any existing and/or potential external partnerships unique to your program/unit.

Criterion 4: Internal Program/Unit Demands — 10 points

1. What are the internal demands for your program/unit and how do you assess that demand?

2. Identify the internal programs/units you collaborate with effectively? What additional program/units could you collaborate with more effectively? What resources are and/or could be used in collaboration with other internal program/units? *(New programs may be proposed as appropriate to achieve strategic goals.)*

Criterion 5: Quality of the Program/Unit Resources (Inputs and Processes) — 10 points

List what your program/unit has for resources in support of program/job performance? Please include a listing of faculty qualifications and assignments. Think in terms of faculty, staff, licensing and degrees, technology, equipment, space, student/faculty ratio, etc. As you identify demand for services, please explain how they relate to the College's strategic plan, mission and goals. *(Boxes will expand to accommodate responses)*

	We have currently	We need to meet demands of the program/unit goals	We have but is not critical to the future of the program/unit
Faculty (degrees/certifications/responsibilities)			
Adjunct & Overload commitments			
Staff (degrees/certifications/responsibilities)			
Part-Time Employees with Responsibilities			
Institutional Service Commitments			
Technology			
Training Opportunities/Needs			
Equipment			
Space			
Cross Training			
Workload Releases/CHE (by employee & purpose)			

1. Based on the information provided in the table above what are your program/unit strengths and weaknesses in relation to current resources?

2. Identify innovative strategies you have employed to enhance the quality or effectiveness of your program/unit or to help your unit perform its job better?

Criterion 6: Quality of Program/Unit Outcomes and Assessment — 15 points

1. What is the program/unit mission and what are your outcomes? How do those outcomes advance the mission, core themes, and strategic plan of the College?

2. How are the outcomes assessed for relevance and quality? How has this data been used to improve the program/unit?

Criterion 7: Size, Scope, and Productivity of the Program/Unit (Academic programs/units should deal with enrollment at both the program/unit and course level) — 10 points

1. Has productivity of the program/unit been growing, declining, or remaining stable over the last five years? What factors have contributed to this? *(Additional data available through the IR dashboard at: http://public.tableausoftware.com/views/StrategicPlanning/TrendData?:embed=y&:display_count=no)*

2. What is the capacity of the program/unit to maintain and/or increase productivity? (For academic programs please utilize the data provided by IR dashboard regarding course/section details and explain any restrictions on your course offerings (i.e. enrollment caps, small class sizes, time restrictions, etc.). Staff offices should identify similar efforts though the IR dashboard does not apply. An example includes hiring student workers in the Controller’s Office rather than a full-time employee to provide more than eight hours of labor daily).

3. What thing(s) do you wish you could do differently to improve the effectiveness, reach, or scope of the program but have not had the opportunity, time, or resources to do?

Criterion 8: Revenue Sources (Grants, Awards, Donors, etc.) and Non-Revenue Sources (Relationships, Partnerships, Endorsements, etc.) — 5 points

1. What are current and potential revenue sources for the program/unit (i.e., grants, awards, donors, endorsements, relationships, partnerships, etc.)?

Criterion 9: Costs and Other Expenses Associated with the Program/Unit? — 10 points

1. Review the attached Budget related documents for your department/program financial analysis. A three year detailed listing of actual expenditures for your program/unit is provided by object code for current expense and travel. The fourth column is an average of the three years. As a result of the prioritization review, the task force proposes using the "Average" column as your new program/unit base budget in future years. If you choose to justify a higher or lower amount by object code or in total please outline the reasons below. Justification for additional budget authorization to expand or enhance the program should be detailed as well.

2. What have you already done, or could you do, to reduce costs associated with your program/unit? (Address: streamlining, consolidation, technological enhancements, or improving processes to improve service delivery.)

3. Reviewing the list of faculty/employees for your program/unit included in Criterion #5 please outline anticipated changes in personnel in the next five years and how those changes will be addressed. (i.e., possible early retirements, retirements, turnover, growth, etc.) What is your program/unit strategic plan for replacement, recruitment, and retention of qualified personnel?

Criterion 10: Impact, Justification, and Overall Necessity/Value of the Program/Unit — 10 points

1. What are the benefits to the College of offering this program or maintaining this unit, short-term and long-term?

2. What could the program/unit do more efficiently in order to free up funds to facilitate strategic planning priorities? (Consider outsourcing, resource collaboration, etc.)

3. What additional information should the review committee know about your program/unit?

Once completed, please submit your questionnaire via email to: vision@snow.edu on or before 2/28/14