

*Sandhills Community College 2017-2018
Program Review Summary for Non Instructional Units*

Please refer to the Program Review “Tip” Sheet to guide you through each page. Each unit head will electronically submit the program review to his or her supervisor and forward a copy to the Dean of Planning and Research. Information from the program review will be shared with appropriate staff. All program reviews are due to the Office of Planning and Research no later than May 31, 2018.

Section I. Staff Information

Unit:

Date:

Unit Director:

Unit Staff Name	Title	FT/PT	Primary Responsibilities	Academic/Educational Qualifications	Professional Experience

Column One: List each staff member.

Column Two: Indicate the title of each staff member listed.

Column Three: Describe the individual’s primary responsibilities.

Column Four: Indicate the staff member’s academic qualifications pertaining to his or her responsibilities.

The Unit Director will verify that each staff member’s official transcripts of all postsecondary degrees earned are on file in the office of human resources. Also, verify that copies of transcripts are on file with your vice president’s administrative support staff.

Column Five: Describe the staff member’s professional experience that qualify the individual to carry out his or her responsibilities.

Section II. Opportunity Analysis

This part of the program review asks the unit to consider the services offered by the unit. What services are provided? Are these services provided to other faculty and staff? Students? Community members? Have there been or will there be institutional changes or external changes (federal, state, etc.) that impact the unit?

Please consider how the current year is different from the previous year as well as any anticipated changes for the upcoming year(s).

Services provided	Who Receives the Services?	Institutional Changes that Affect Services Provided or Needed	External Influences on Services Provided or Needed

Do you currently have any service agreements or contracts with outside agencies to provide services to your unit or to the college? If so, please include a brief narrative describing the service(s) and the agency(ies) involved.

Section III. Committee Information

What committees do you use to advise your department?

Date of last committee meeting:

Please indicate where minutes of committee meetings are archived.

Please list current committee members for each committee.

Committee Name:

Name	Title	Please provide contact information if the committee member is not an employee of the college.

Please indicate how your committee has been useful to the department in the past year. In other words, how are committees used to accomplish departmental goals?

Section IV. Planning Matrix

	Current Status (please include strengths and weaknesses)	Justification of Needs	Plans for Improvement
Personnel and Professional Development			
Program Services			
Facilities and Equipment			
Information Technology			

Office of Planning and Research

Section V. Budget Needs Projection

Unit:	Unit Head:						Date:		
Plan	2018-2019			2019-2020			2020-2021		
	Need	Cost	P*	Need	Cost	P	Need	Cost	P
Personnel									
Program Services									
Facilities and Equipment									
Information Technology									

Each major need should be mentioned and justified in the “Program needs and plans for improvement” portion of your Program Review Summary.

***P is priority.** 1 is highest; must have to ensure program quality. 2 is important; will improve quality. 3 is nice to have; provides extra margin of excellence.