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Intensive, Non-Instructional Program Review

Hello!

Thank you for taking the time to complete the Intensive, Non-Instructional Program Review. This form is a way for you to document your department needs, and it also plays an essential role in the development of the College's strategic plan. As such, we hope that you find value in the process.

About this Document

- The document is divided into four sections: Staff Information, Committee Information, Department Functions and Status, and Planning Matrix and Budget Needs Projection.
- The intensive review process is an opportunity for you to take a fresh look at your department: think about what you do well, identify growth areas, and plan for the future. While it is appropriate to copy and paste from your prior year program reviews in certain areas, we do encourage you to start afresh and think about how your department has developed since you last completed the intensive review.
- **Instructions for completion are included in each section;** however, we also are here to help. If you have questions or need more guidance, please let us know.

Happy writing!

Lindsey Farmer
Dean of Planning & Research
144 Blue Hall
farmerl@sandhills.edu
910-695-3907

Sam Hollis
Planning & Research Associate
136 Blue Hall
holliss@sandhills.edu
910-246-2859

Becky Graham
Data Specialist
135 Blue Hall
grahamb@sandhills.edu
910-246-5368

Date: _____

Department: _____

Department Director: _____

Section I – Staff Information

Purpose:

Section I details department staff information.

How to Complete Section I: Complete the chart's columns below.

Staff Name

List the first and last name of each staff member in your department.

Title

List each staff member's title. To ensure that you have included his/her full title, you may refer to the [College's directory](#).

FT/PT

Note if the staff member is full-time (FT) or part-time (PT).

Primary Responsibilities

Provide an **overview** of the staff member's **primary** responsibilities. You do **not** need to list each item on the job description.

Academic/Educational Qualifications

List any academic degrees and/or professional certifications that relate to the staff member's current position/responsibilities.

IMPORTANT: You will need to verify with Human Resources that each staff member's official transcript(s) is on file. If a staff member has recently earned a new degree, make sure that the staff member sends an updated, official transcript to HR.

Professional Experience

List the staff member's prior work experience related to current position. This information is similar to what is listed on a resume as job duties and demonstrates that the staff member is qualified for his/her current position. Listing a few items is sufficient.

Section II – Committee Information

Purpose:

Section II details standing committees for which a department is responsible. **If your department is not responsible for any standing committees, you may leave Section II blank.**

How to Complete Section II: Two steps are included in Section II.

STEP 1

List the name of the committee your department oversees, and complete the chart by detailing the names and titles of committee members. Add additional charts if your department oversees more than one committee.

Committee Name: _____

Committee Member's Name	Committee Member's Title	Provide contact information if the committee member is not a college employee.

STEP 2

Answer the questions below **for each committee** you listed above:

1. Indicate the location of archived committee meeting minutes.
2. Detail 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 III – Department Functions and Status

Purpose:

Section III details the primary functions of your department, identifies stakeholders tied to those functions, and notes influences that affect functions.

How to Complete Section III: Complete the chart's columns below.

Primary Functions, Responsibilities, and Services Provided:

Detail each **primary** function, responsibility, and/or service your department provides. Focus on the **primary, major** areas; don't worry about listing the daily *tasks* of your area.

Example: The switchboard may list “answering phone calls” in this column, but most other departments would not.

Stakeholders:

List the stakeholders who are tied in some way to the primary functions listed.

Examples: Students, faculty, staff, and community members

Anticipated Influences on Department Functions:

At times, influences beyond your control affect department functions. Identifying those influences helps with future planning. List such anticipated influences related to each department function.

Examples:

Changes in institutional, state, or federal policies/procedures; reporting; software; facilities; technology; personnel

Section IV – Planning Matrix and Budget Needs Projection

Purpose:

Section IV provides the opportunity to recognize the strengths and weaknesses of your department, plan for the future by listing new actionable items, and detail the costs of the new actionable items.

How to Complete Section IV: Complete the chart's columns below.

Current Status:

Think about your department holistically. What functions have your team mastered and now run smoothly? What functions need attention? List your department's current strengths (what works well) and weaknesses (areas for growth or concern).

Plans for Improvement:

Think big picture. What are the "things" your department needs to do/purchase/invest in to address concerns, see growth, and/or develop? Be realistic and specific in your description/request, especially if you need permission or additional resources for the request.

Budget Needs Projection:

Need: Summarize the need listed in "Plans for Improvement" in one word.

Cost: Provide an estimated or actual cost of the need.

Year: Project the year you anticipate action/funding completion.

Section IV - Chart

	Current Status <i>(List each status with S for strength or W for weaknesses.)</i>	Plans for Improvement <i>(Actionable/Fundable Items)</i>	Budget Needs Projection		
			Need <i>(Summarize need that's listed in "Plans for Improvement".)</i>	Cost <i>(Estimated or Actual)</i>	Year <i>(Year to be completed)</i>
Personnel and Professional Development <i>(e.g. conference costs, staff training, etc.)</i>					
Program Services <i>(e.g. , new computer class offerings, mental health awareness campaign)</i>					
Equipment <i>(e.g. desks, tape recorder, etc.)</i>					
Technology and Information Technology <i>(e.g. software, desk scanner, etc.)</i>					
Facilities <i>(e.g. carpet, sound proof testing center, etc.)</i>					