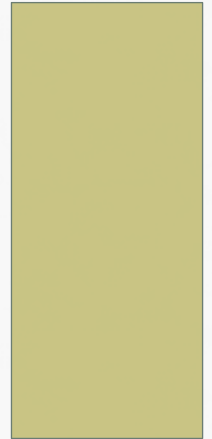




PROGRAM REVIEW TRAINING

PROGRAM GOALS, OBJECTIVES AND PLANS,
AND GOALS STATUS REPORT



TODAY'S AGENDA

- Explain the 3 “Goals” sections in Program Review
 - Program Goals
 - Objectives and Plans
 - Goals Status Report – (Required)
- How to edit information
- How to enter a new goal
- Creating an Action Plan
- Updating your Goal Status
- Questions
- Open work session

PROGRAM GOALS

Program Goals: These are the annual goals you set for your program. Ex: Hiring a new faculty member/classified staff, establishing a student club (Astronomy club/Multi-Cultural club), improve web site, implement policies and procedures.

Directions: (Click on “Directions” to display) In this section, you can revise, update, or delete goals from last year, add a new goal, or leave as is. If you have new program goals, be sure to map them to the College Strategic Directions and Goals and/or Institutional Learning Outcomes (ILOs). Additionally, please include the year “2017/18” at the end of the description. This will help us identify that a new goal was added.

- In this section you will see all the goals you’ve entered in Taskstream
- All = Completed and non-completed goals will appear here as well
- Each goal is mapped to two areas: Mesa College Strategic Directions and Goals and the Institutional Learning Outcomes

OBJECTIVES AND PLANS

Objectives and Plans: This space allows you to enter the “Action” your program plans to take to achieve your goals.

Directions: (Click on “Directions” to display) In this section, you can revise, update, or delete action plans from last year, add a new action plan, or leave as is.

- “Completed” goals from the previous year were removed from this area.
- If a goal has multiple action plans and not all the “actions” were complete, we did not remove the goal. For example: If one of your goals was to establish a Multicultural Club, and there were 2 actions written. Action #1 was to get approval from the department dean and faculty. Action #2 was to find a faculty advisor and student president. If only Action #1 was completed, this goal will still appear in this area.
- In this space you can edit information on an action.
- Add an additional action to an existing goal
- Add an action(s) to a new goal
- Remove an action item
- Attach documentations/links

GOALS STATUS REPORT

Goals Status Report: In this section you provide an update on the status of your goals.

Directions: (Click on “Directions” to display) In this section your goals are listed; please comment on the current status of the action plans.

- There are 4 status options to choose from: (in progress, not started, completed, not implemented). Enter a status update for each action item.

In progress: We are working on it, but we're not finished yet

Not started: We want to keep this goal, but haven't begun working on it

Not implemented: We are no longer interested in this goal

Completed: We are finished

- If your goal has 2 action steps, enter a status update on both actions. If an action is marked complete, please respond to the questions.
- If you want to review your comments on a past goal that was “Completed”, you can pull up last year's Program Review module “Instructional Program Review 2016/17 UPDATE”.

QUESTIONS

a goal without
a plan is just
a wish - Antoine de Saint Exupéry



CONTACT

Charlie Lieu x2527

clieu@sdccd.edu