

LACCD Program Review Template

Use Tahoma, 12-point font, with 1-inch margins

I. Introduction

A. Title of unit

Provide brief unit description and include:

Program mission, if applicable

Primary functions, responsibilities, or services provided

Overall contribution to district mission, goals, or outcomes

Description of main clientele

Organizational structure and staffing

B. Outcomes and Objectives

Clearly state the one or more Service Area Outcome (SAO) or Performance Objective (PO) you have selected for this program review cycle

SAO: What will students or clients do, say, or feel about a major component of your service?

PO: What do you do or plan to do in a major component of your services that demonstrates overall effectiveness?

Every SAO and PO:

Must be understandable, even to someone who does not work in the unit

Must be measurable

Provides clear direction related to at least one major unit component

Describes one highly significant intended result of the unit's services

C. Executive Summary

Summary of sections II and III

II. Program Review

A. SAO or PO #1 [Restate the SAO or PO here]

1. Relation to higher-level mission, goals, or outcomes

Describe how the SAO or PO links to college or district-level mission, goals, or outcomes

2. Evidence

What evidence will indicate how well your service performed on the outcome?

3. Assessment Method

How will you obtain this evidence?

4. Performance Standard

What is the standard for acceptable performance?

5. Analysis and Interpretation

What were your findings and what do they mean?

6. Conclusion

Was the performance standard met? Yes or No

LACCD Program Review Template

7. Changes To Be Implemented

Based on the analysis, if applicable create an Improvement Plan (IP) and include:

Clearly state the improvement the unit seeks to implement

Person or group responsible for coordinative progress on IP

Relation or contribution to higher-level goal or outcome, if any

Begin and target date for completing IP

Relative priority

Specific activities or steps in order to achieve IP

Specific measure by which you will determine progress or completion of IP

Resources required to achieve IP and best estimates of total costs, if any. Specify if one-time or ongoing and type of resource (personnel, equipment, supplies, facility, other)

B. SAO or PO #2 [Restate the SAO or PO here]

1. Relation to higher-level mission, goals, or outcomes

2. Evidence

3. Assessment Method

4. Performance Standard

5. Analysis and Interpretation

6. Conclusion

7. Changes To Be Implemented

III. Conclusion

Summary of section II

IV. Table of Evidence [Include if applicable]

Exhibit 1 [Briefly describe]

Exhibit 2 [Briefly describe]

Unit	File identifier
Deputy Chancellor's Office	DCO
CFO / Treasurer	CFO
Facilities Planning and Development	FPD
General Counsel	OGC
Human Resources	HR
Educational Programs and Institutional Effectiveness	EPIE
Personnel Commission	PC
Economic Workforce Development	WD