Fall 2025 Student Services and Administrative Operational Program Review Annual Update Template

Program or Office:

Name of principle author(s):

Who does this program report to?

Part 1: Review of Data

1. List the outcomes from your Fall 2022 self-study. Which outcomes has your program assessed in the last year and/or which do you plan to assess in the coming year?
2. What changes, if any, have been made to your program or outcomes as a result of outcomes assessment?
3. How is your area collecting or working to collect disaggregated, student-level outcomes assessment data?

Part 2: Additional Resource Request Reasoning and Support

Select one:

- We have reviewed our most recent self-study and **have not identified** any significant changes that necessitate resource requests for the upcoming academic year.
- We have reviewed our most recent self-study and **have identified** significant changes that necessitate additional resource requests.

For programs that have identified significant changes that necessitate additional resource requests, answer the following questions for each separate resource request:

1. Is this request related to an essential safety need?
    a. If people select yes, they are directed to answer this question:
        i. Please explain how this resource will help your program meet an essential safety need.
    b. If people select no, they are directed to answer the next question.

All requests direct people to answer this questions:

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       i. Is this request related to a Strategic Action Plan (SAP) from your program's 2022 comprehensive program review self-study or is it an operational need?

If people select operational need, they are directed to answer these questions:	If people select related to an SAP, they are directed to answer these questions:
1. Briefly describe the request. 2. Why is this additional resource allocation necessary? 3. Why must this resource request be processed now rather than during the Fall 2026 comprehensive self-study?	1. Briefly describe the request. 2. How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to achieve the related Stategic Action Plan (SAP)? 3. Why must this resource request be processed now rather than during the Fall 2026 comprehensive self-study? 4. Is the resource request personnel-related? If so, please provide evidence to justify the requested positions such as retirements, program growth or curricular demands, full-time/adjunct ratios, etc.

For each separate resource request, complete this chart with details of the request:

Type of Resource	Itemized Requested Dollar Amount
Personnel	
Facilities	
Equipment	
Supplies	
Computer Hardware	

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Computer Software	
Training	
Other	
Total Requested Amount:	

Is the funding requested ongoing or one-time funding? Select one (check box—yes/no)

Is the funding requested for enrollment and reengagement activities? Select one (check box—yes/no)