Fall 2026 Program Review & Planning Self-study Training

Student Support Programs and Administrative/Operation Offices

Fullerton College

Program Review and Planning Committee

Co-chairs

Daniel Berumen

Director of Office of Institutional Effectiveness

Mary Bogan

Professor, English Department

July 22, 2026

Featuring. . .

A NEW FORM

This new form allows you to input your self-study online

NEW QUESTIONS

The PRPC has worked to tailor the questions to your areas

What we will cover today

- **WHY** do program review
- **WHO** needs to submit a self-study?
- **WHICH** form should be used?
- **WHEN** is it due?
- **WHAT** information is requested for each section of the form?
- **WHAT** is the difference between a SAP and an Operational Request?
- **WHAT** are some tips for writing a good self-study?

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WHY do Program Review

Program Review is a process by which programs/departments assess their strengths and opportunities and identify how they will work to implement the collegewide strategic plan (Adelante).

Its primary purpose is therefore as a planning document

WHO needs to submit a self-study?

Unlike previous cycles, MANAGERS should submit only ONE self-study for all the programs they oversee.

Faculty and staff working in a program/deparment are expected to contribute to the development of self-studies, but managers must synthesize the information and ensure there is planning and resource alignment

WHICH form should be used?

Do you directly serve students?

Complete the Student Support Programs Form

Do you serve employees or work behind the scenes?

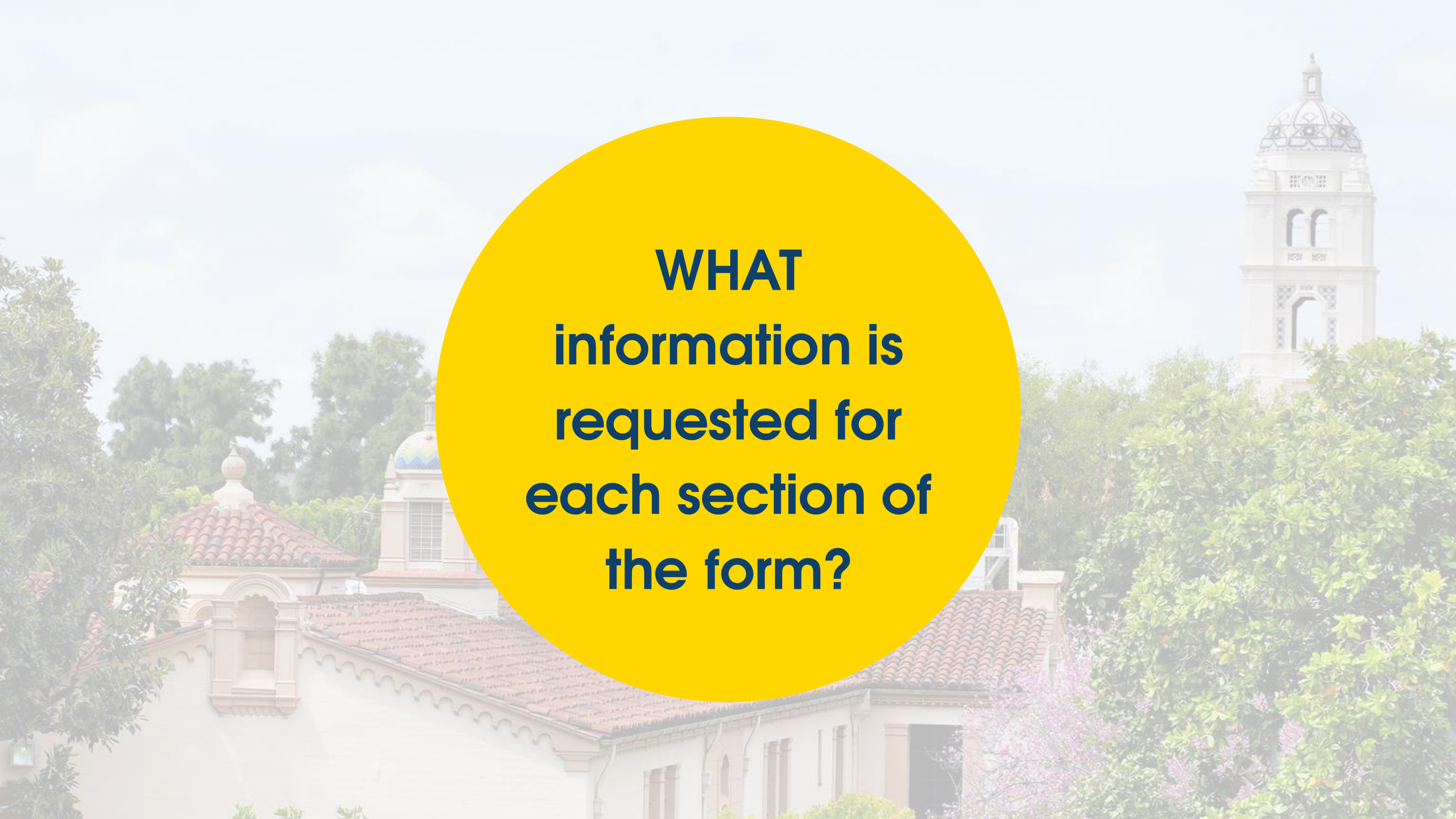
Complete the Administrative & Operational Offices Form

WHEN is it due?

FROM YOUR DEAN TO THE COMMITTEE:

JANUARY 15

We recommend giving your self-study to your dean **2 -3 weeks** before the deadline, so they can review and discuss the final version with you.


WHAT
information is
requested for
each section of
the form?

STUDENT SUPPORT PROGRAM QUESTIONS

1.0 Introduction

2.0 Students Served

3.0 Program Staff

4.0 Looking Back

5.0 Strategic Action Plans

6.0 Operational Requests

1.0 Introduction

Purpose

To describe your program and/or the services you offer. How does your program/service help the College achieve its stated mission statement.

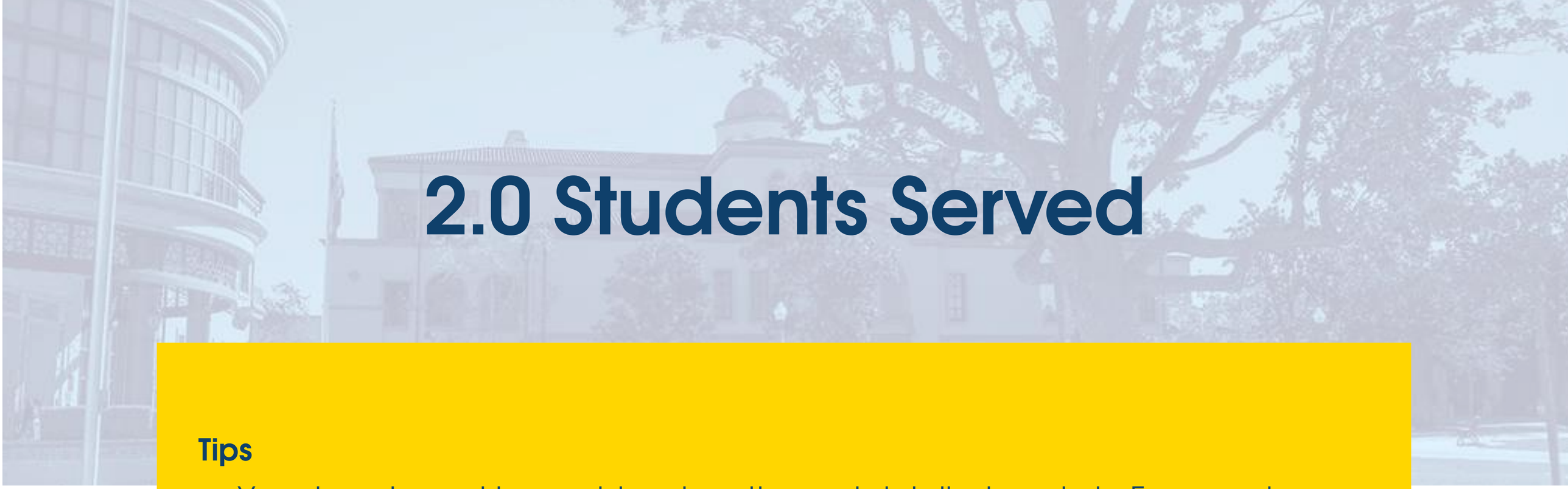
Tips

- Make an explicit connection to the college mission
- You do not need to add any statistics or opportunities and challenges to your program
  - Recommended word count between **250 - 350 words**

2.0 Students Served

Purpose

- Discuss the student demographics data of your program
- Compare your program demographics data to the college-wide data
- Describe how you provide access to students in the population you serve
- Discuss any of the Student Equity and Achievement (SEA) metrics you address as part of your scope of work
- Discuss any partnerships or collaborations with other programs/services to further student success



2.0 Students Served

Tips

- You do not need to provide a lengthy and detailed analysis. For any given question, focus on a concise answer.
- Review and discuss the data as a program, and then provide your analysis and highlights, rather than listing each individual data point.

3.0 Program Staff

Purpose

- Summarize current staffing in your program/service
- Analyze staffing levels (gaps in services, etc.)
- Describe any equity-centered practices and trainings have you provided to your staff

Tips

- While the self-studies are not intended to justify new staff positions, this is the place to make the impact of staff changes on your program clear
- Tie the changes to staffing directly to past and current Strategic Action Plans
- If you have not provided equity-centered trainings, you may want to provide a plan you will implement over the next four years

4.0 Looking Back

Purpose

- Describe any influences that have had an impact on your program (Vision 2030, CALGETC, any ABs, etc.)
- Analyze the data and SAPs from your previous self-study (2022) and discuss progress (If possible)
- Provide one-to-three notable examples of how your program served students effectively
- Describe one-to-three areas in your program that require attention or need improvement

4.0 Looking Back

Tips

- Similar to previous tips, keep it BRIEF. Mary's personal tip is to write everything you want to say and then cut, cut, cut.
- Analyze and assess and then cover the highlights (or lowlights).
- Be honest about your challenges but be aware of your tone.

5.0 Strategic Action Plans

Purpose

- Create goals for the next four years that align with the college's Strategic Plan (We recommend 3 – 5)
- Include planned activities and resource requests
- Share anticipated outcomes (increased enrollment, etc.)
- Identify college objectives aligned with your goals

5.0 Strategic Action Plans

Tips

- The committee will not be evaluating whether you completed your strategic action plans from the previous self-study
- Keep it reasonable/doable, programs should have no more than 3-5 SAPs
- There is a separate area to input operational resource requests, so strategic action plan requests should tie directly to plans to support the college mission and objectives. Think "minl-grant."
- The SAPs will remain in the software and you will update the status of these SAPs during the following annual updates

6.0 Operational Requests

Purpose

- Allow programs to add requests that are not tied to an SAP
- These include everyday items that are needed to maintain operations such as:
  - Staffing
  - Subscriptions
  - Equipment replacements
  - Office supplies and storage options
  - Computer hardware/software

Notes

- These requests will be shared directly with Deans and appropriate Vice Presidents
- They will be stored in the software program, so if you do not receive funds in one year, you can re-request it in annual updates

ADMINISTRATION & OPERATIONS QUESTIONS

1.0 Introduction

2.0 Department Staffing and Operations

3.0 Internal/External Factors That Impact Department

4.0 Looking Back

5.0 Strategic Action Plans

6.0 Operational Requests

1.0 Introduction

Purpose

To describe your program and/or the services you offer. How does your program/service help the College achieve its stated mission statement.

Tips

- Make an explicit connection to the college mission
- You do not need to add any statistics or opportunities and challenges to your program
  - Recommended word count between **250 - 350 words**

2.0 Department Staffing & Operations

Purpose

- Summarize current staffing in your program/service
- Analyze staffing levels (gaps in services, etc.)
- Describe any equity-centered practices and trainings have you provided to your staff

Tips

- While the self-studies are not intended to justify new staff positions, this is the place to show the impact of staff changes on your program
- Tie the changes to staffing directly to past and current Strategic Action Plans
- If you have not provided equity-centered trainings, you may want to provide a plan you will implement over the next four years

3.0 Internal & External Factors That Impact the Department

Purpose

- Discuss any internal challenges your department has faced during the last 4 years
- Describe any external influences that have had an impact on your program (Vision 2030, CALGETC, any ABs, etc.)

Tips

- Similar to previous tips, keep it BRIEF. Mary's personal tip is to write everything you want to say and then cut, cut, cut.
- Be honest about your challenges but be aware of your tone.

4.0 Looking Back

Purpose

- Discuss any tracking you do of services you offer and projects you complete, including the frequency and what you do with the information.
- Describe how your department incorporates stakeholder feedback (students, employees, community members, etc.) for planning.
- If possible, please discuss the Strategic Action Plans (SAPs) from your last self-study. Assess and explain your progress on them.
- What is your department doing well?
- What didn't work as well in your department in the last four years? What are the lessons you learned? What will you do differently in the future?

4.0 Looking Back

Tips

- Similar to previous tips, keep it BRIEF. Mary's personal tip is to write everything you want to say and then cut, cut, cut.
- Analyze and assess and then cover the highlights (or lowlights).
- Be honest about your challenges but be aware of your tone.

5.0 Strategic Action Plans

Purpose

- Create goals/plans for your area that will be your focus for the next four years (We recommend 3 – 5)
- Include planned activities and resource requests
- Share anticipated outcomes (increased enrollment, etc.)
- Identify college objectives aligned with your goals

5.0 Strategic Action Plans

Tips

- The committee will not be evaluating whether you completed your strategic action plans from the previous self-study
- Keep it reasonable/doable, programs should have no more than 3-5 SAPs
- Resource requests tied to these plans should be directly aligned with the activities you are detailing (think mini-grant)
- These will be reviewed by the Planning and Budget Steering Committee
- You will still be required to update and work on your SAPs regardless of whether you receive the resources or not

6.0 Operational Requests

Purpose

- Allow programs to add requests that are not tied to a SAP project
- These include everyday items that are needed to maintain operations such as:
  - Staffing
  - Subscriptions
  - Equipment replacements
  - Office supplies and storage options
  - Computer hardware/software

Notes

- These request will be shared directly with Deans and appropriate Vice Presidents
- They will be stored in the software program, so if you do not receive funds in one year, you can re-request it in annual updates

OTHER TIPS AND INFORMATION TO USE

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What makes a good SAP?

Strategic Action Plan Components

- Goal
- Action
- Outcome
- Alignment
- Resource Request (If necessary)

SMAAT

- Specific
- Measurable
- Achievable
- Aligned (to Strategic Plan)
- Timebound

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Resource Request Tips

SAPs do not require new resources to be completed. Before creating an SAP resource request, ask yourself:

- What problem are you solving?
- What evidence supports the need?
- Which objective does it support?
- What improves if funded?
- How will success be measured?
- Have you considered other strategies?
- Have you considered partnerships with other programs?

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WHAT are some tips for writing a good self-study?

- No tables or charts
  - Table and charts interfere with the accessibility of pdf-versions of the studies, which get posted on our website
- Resist the impulse to write the great American self-study. While the committee appreciates complete answers, we also appreciate streamlined responses.
  - The committee continues to resist putting a character count in the response boxes. However, the program has an internal limit set. If you are unable to submit your response, you have exceeded that limit. Please revise and edit.

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Need Data?

Access our research request form on the IE.FULLCOLL.EDU website

- Select “2026 Program Review” as your area of interest
- If you are a cohort-based student support program, we have a dashboard with the data you will need! Submit the form and we’ll add your students to the dashboard.
- Links to dashboards are on the website!

Program Review Resources

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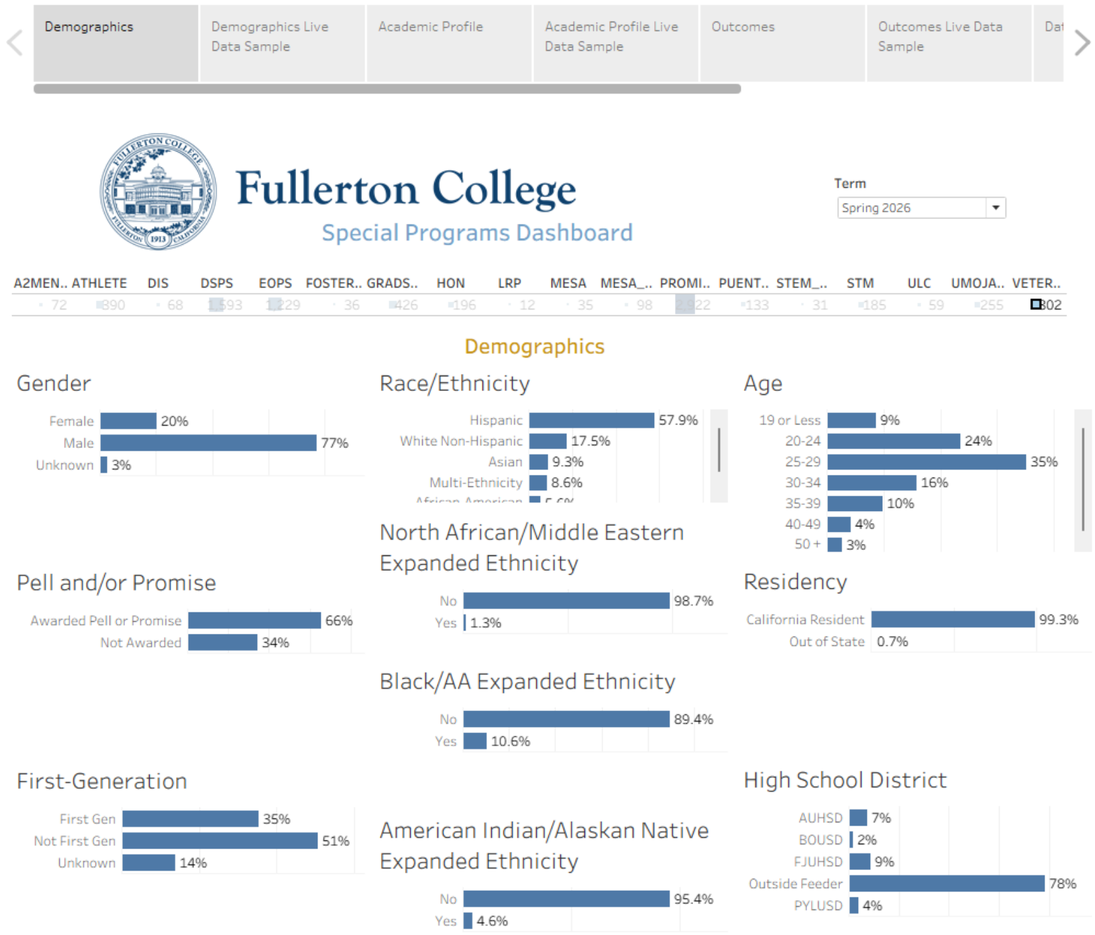
Tableau Cohort Dashboard



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COHORTS

A2MEND_MIS - Students who are active in the A2MEND program.
ATHLETE – Students who are participating in intercollegiate athletics.
DIS - Disney cohort code used to identify students that are part of the program.
DSPS – Students with active disability accommodations.
EOPS – Students receiving Extended Opportunity Programs & Services.
FOSTER_YOUTH - Indicates if students has ever been identified as foster_youth at any term.
GRADS_TO_BE – Students who meet status for Grads To Be program.
HON - Honors code used to hold seats in courses for the students in this program.
LRP- LGBTQIA2+ code used to hold seats in courses for the students in this program.
MESA – Mesa cohort code.
MESA_MIS - Students who are active in the MESA program.
PROMISE - Promise code used to identify only FC students that are part of the program.
PUENTE_MIS – Students who are active in the FC Puente program.
RISING - Student who are participating in the FC Rising Scholars program based on program internal records.
STEM_SLC - STEM Student Learning Community cohort code.
STM - STEM student code used to hold seats in courses for the students in this program.
ULC - UMOJA learning communities' program code used to hold seats in courses for the students in this program.
UMOJA_MIS – Students who are active in the UMOJA program.
VETERANS – Students self-identified or flagged as Veterans.

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PowerBI Collegewide Data Dashboard

Reset Filters

Return

Term
All

Course
All

Age
All

Sexual Orientation
All

First Gen
All

Black (Inclusive)
All

Native American
All

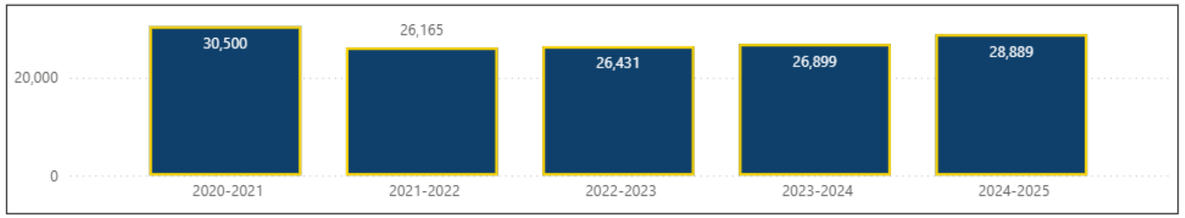
SWANA
All

Enrollment Status
All

Headcount by Ethnicity and Gender

Academic Year	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025	
Gender	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Female	16,147	53%	13,532	52%	13,502	51%	13,669	51%	14,533	50%
Male	12,799	42%	11,107	42%	11,368	43%	11,457	43%	12,037	42%
Unknown	1,554	5%	1,526	6%	1,561	6%	1,773	7%	2,337	8%
Total	**30,500**	**100%**	**26,165**	**100%**	**26,431**	**100%**	**26,899**	**100%**	**28,889**	**100%**

Academic Year	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025	
Ethnicity	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
American Indian or Alaska Native	48	0%	30	0%	29	0%	50	0%	36	0%
Asian	4,414	14%	3,735	14%	3,374	13%	3,516	13%	3,688	13%
Black or African American	987	3%	838	3%	817	3%	872	3%	984	3%
Latina/o/x/e	17,177	56%	14,759	56%	14,971	57%	15,639	58%	16,888	58%
Native Hawaiian or Other Pacific Islander	66	0%	44	0%	54	0%	60	0%	66	0%
Two or more races	2,302	8%	2,123	8%	2,176	8%	2,366	9%	2,613	9%
Unknown	561	2%	430	2%	541	2%	440	2%	541	2%
White	4,945	16%	4,206	16%	4,469	17%	3,956	15%	4,074	14%
Total	**30,500**	**100%**	**26,165**	**100%**	**26,431**	**100%**	**26,899**	**100%**	**28,889**	**100%**



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Intro | Headcount | Headcount Ethnicity | Headcount Gender | Enrollments by Course | Enrollments Ethnicity | Enrollments by Gender | Success Rates by Course | Course S

Using the New Program Review Software

Assigned Self-Studies

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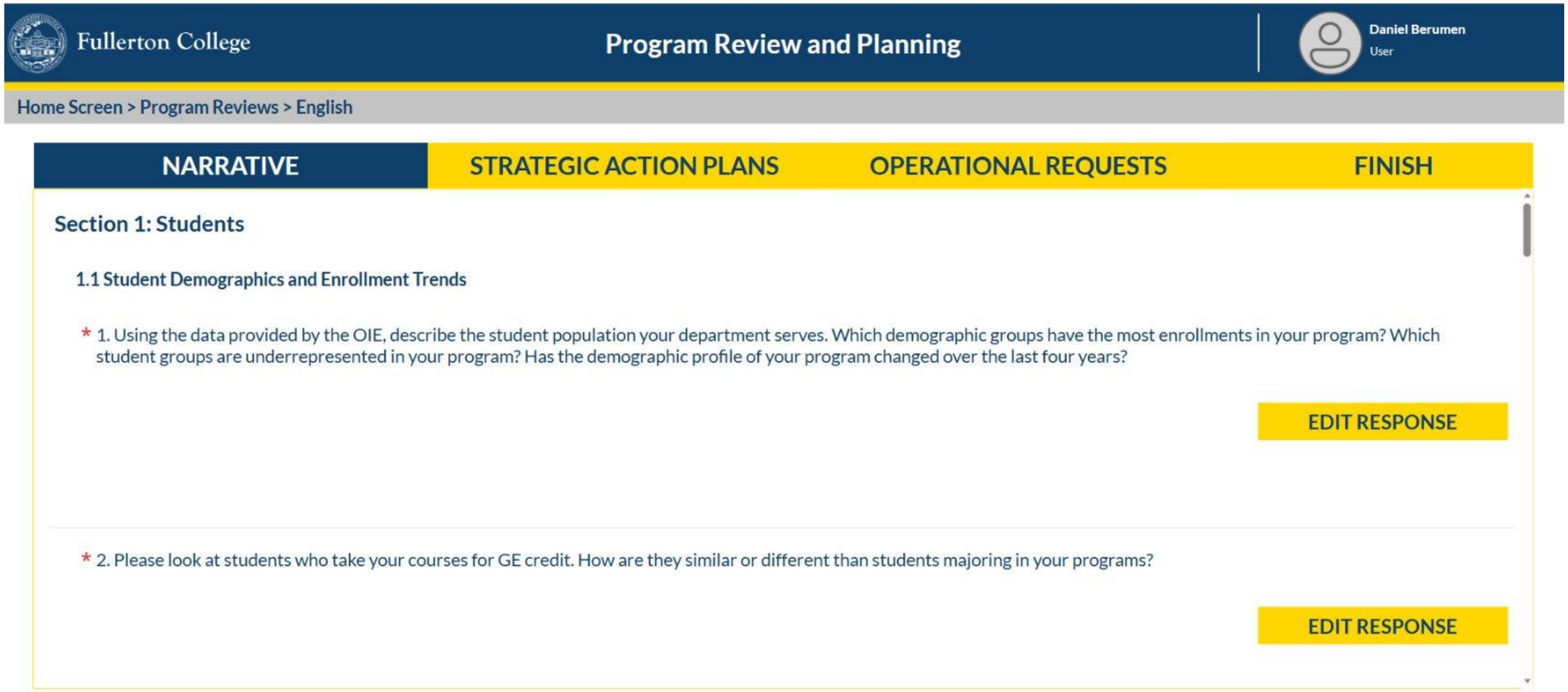
Sections Separated by Tabs



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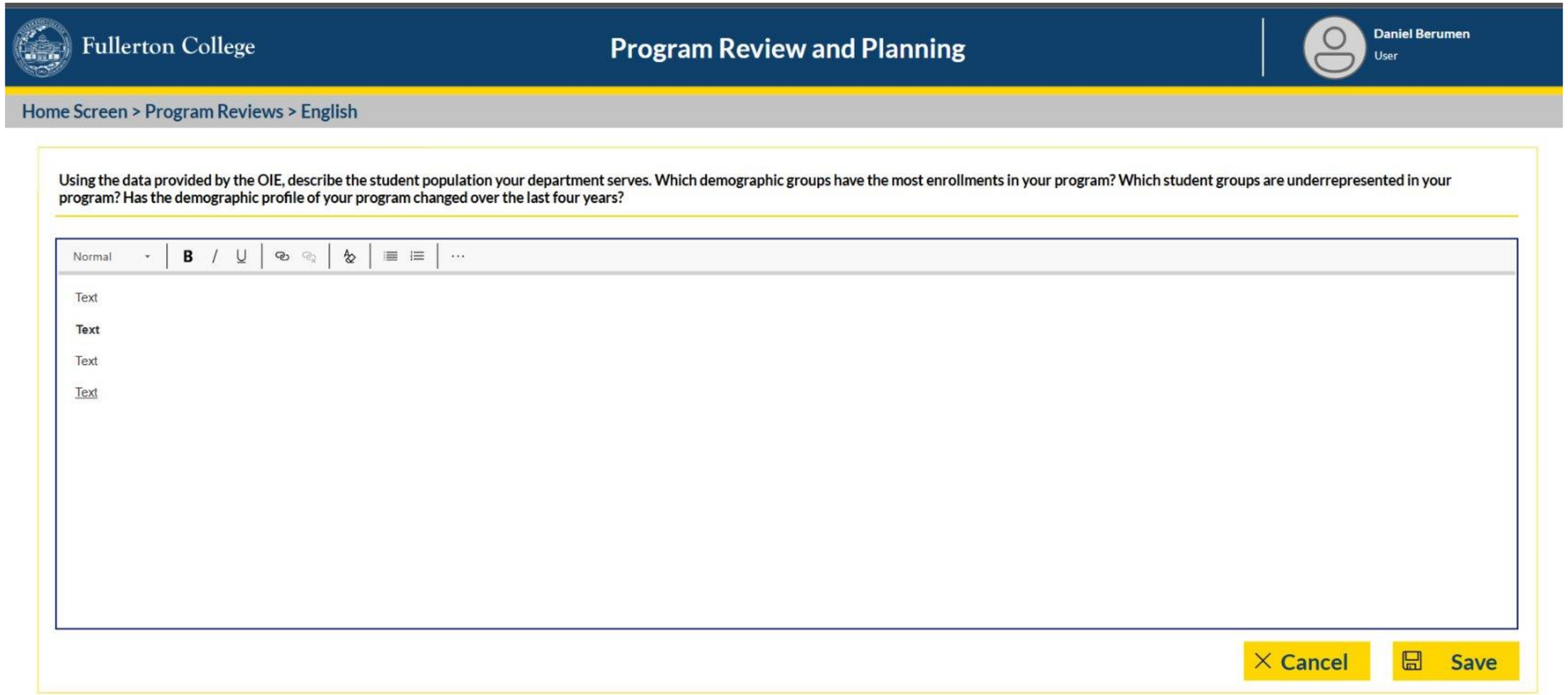
Responding to Prompts



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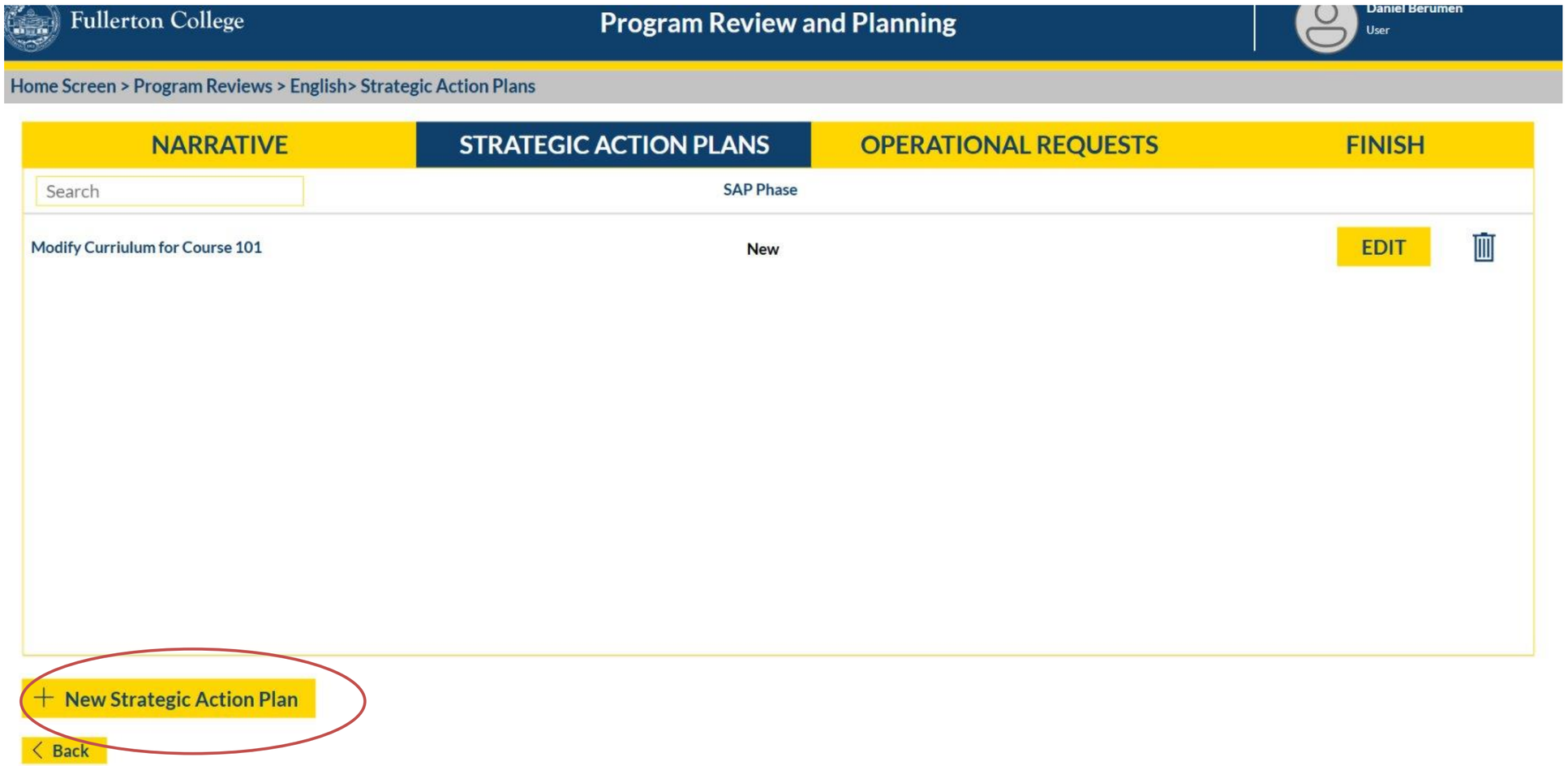
Adding SAPs



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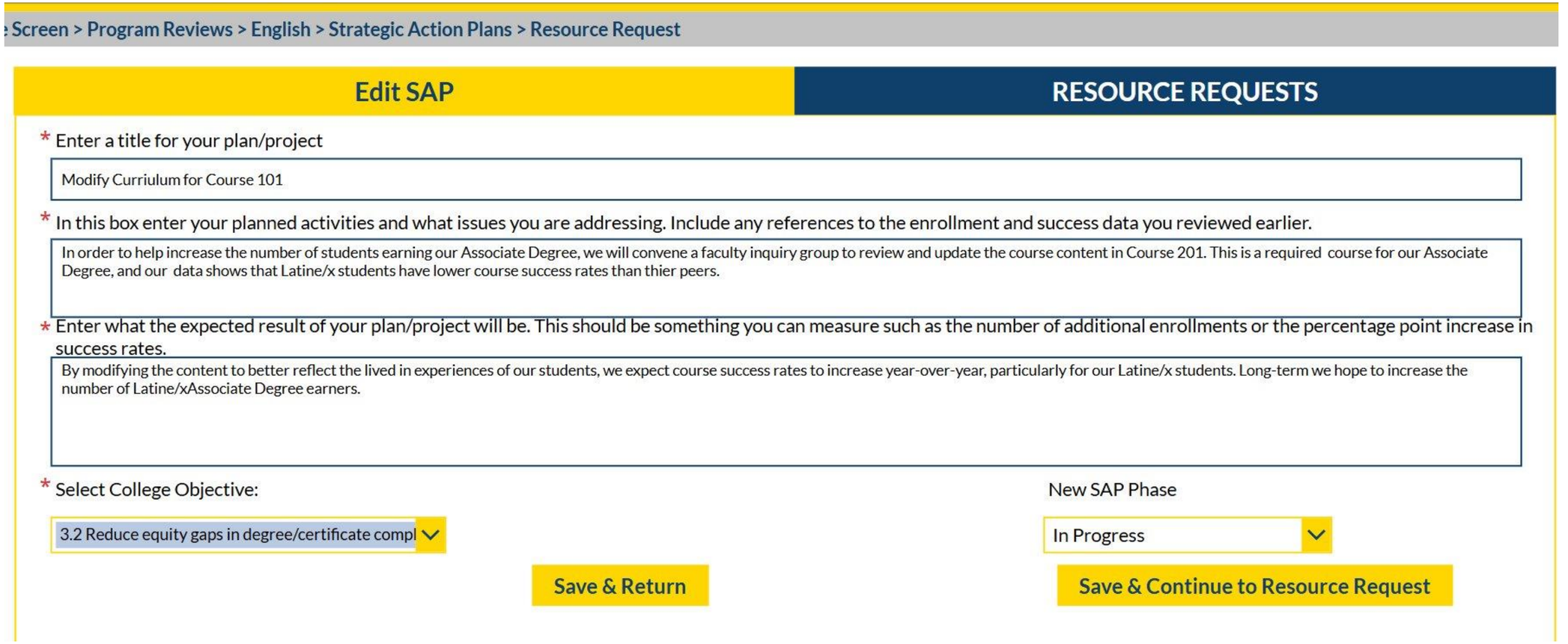
SAP Details



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SAP Resource Requests

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You can add multiple resource requests tied to the SAP. Just make sure to create a separate item for each.

SAP Resource Requests

Edit Resource Request

Enter a resource request that is tied to your strategic action plan (SAP). This should be an item necessary for the successful completion of your SAP.

*** Title**

Professional Expert Contracts for Faculty

*** Short Description**

How will this additional resource allocation specifically enhance your program's services, activities, processes, etc., to continue or improve student learning and achievement?

We want to provide compensation to faculty to work on updating Course 201 curriculum before the end of next year.

*** Personnel-Related**

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.

This is not a request for additional personnel.

*** Resource Category**

Other

In the quantity box below, enter the number of units you will need and the cost for each unit. For example, if you are requesting 10 $1,200 laptops, enter 10 in Quantity and $1,200 in Unit Cost.

* Quantity	* Unit Cost	Total Cost
5	$ 1060	$5,300.00

Back

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Operational Requests

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Submission

NARRATIVE | STRATEGIC ACTION PLANS | OPERATIONAL REQUESTS | FINISH

If your Program Review is ready, click the SUBMIT button to advance it to the Approver.

Submit to Approver

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Need Program Review Help?

Office Hours

September 4 – December 11

Fridays from 9am-11am

- Book a 20-minute appointment with the Program Review chairs through this **Booking Page link**.
- To download the program review questions and view other resources, visit the Program Review & Planning Committee website

Program Review Resources

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Questions?

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