Fullerton College Program Review and Planning
Self-Study for Administrative and Operational Departments
Fall 2026

1. Introduction

1. Describe your department and the services you offer. How does your department help the College achieve its stated mission statement?
2. Whom does your department primarily serve? Describe the services you provide for each of the groups you identify (for example, students, employees, community members).

2. Department Staffing and Operations

1. Summarize current staffing in your department, including faculty, classified professionals, managers, and hourlies. Briefly describe each position title and its role in your department.
2. Analyze staffing levels in the context of your department's mission and purpose. If there are any gaps in your services, what strategies have you identified to address them?
3. What practices have you implemented in your area to make sure that your services are equity-focused? If applicable, provide examples and discuss strengths and areas for growth.

3. Internal/External Factors That Impact Department

1. Discuss any internal challenges your department has worked through in the last four years. These can include things such as retirements, changes in leadership, budget/resource issues, etc.
2. Describe any laws, regulations, trends, policies, procedures, or other influences that have had an impact on your department and how you have responded to them. These can include things like Vision 2030, Cal-GETC, AB934, VAR, AB1705, etc.

4. Looking Back

1. Do you keep track of the services you offer or projects you complete? If so, how often do you review the information you collect? Discuss any changes you have made to your services as a result of these assessments. If you do not keep track of services, discuss how you may do so in the future.
2. Describe how your department incorporates stakeholder feedback (students, employees, community members, etc.) for department planning.
3. If possible, please discuss the Strategic Action Plans (SAPs) from your last self-study. Assess and explain your progress on your SAPs.
4. Based on your assessment of your outcomes, SAPs, or other internal/external evaluations, what is your department doing well?
5. 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?

5. Strategic Action Plans

Please write achievable goals and activities that your program has for the next four years that align to the college's Strategic Plan.

(Users will have the option to include multiple SAPS; we recommend 3-5)

- **Project Goal:** Enter a goal for your plan/project
- **Action Plan:** Enter your planned activities and what issues you are addressing. Include any references to the enrollment and success data you reviewed earlier.
- **Outcome:** Enter what the expected result of your activities will be. This should be something you can measure.
- **Strategic Plan:** Select College Objectives That This Goal Helps Meet (Check Box)
- **Resource Requests**: Resources Needed to Complete Plan (Multiple Entries)
    - **Title**
    - **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?
    - **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.
    - **Resource Category:** (Drop Down) Non-faculty personnel, facilities, equipment, supplies, computer hardware, software, training, other
        - Quantity, Unit Cost (Cost Per Unit), Total Cost (Automatically Calculated)

Continue with the section above for Plans 2-5

6. Operational Requests

- **Title**
- **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?
- **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.
- **Resource Category:** (Drop Down) Non-faculty personnel, facilities, equipment, supplies, computer hardware, software, training, other
    - Quantity, Unit Cost (Cost Per Unit), Total Cost (Automatically Calculated)