



# FALL 2021

## **NOCE Administrative Unit Program Review Report Template**

Program Review is conducted every four years at NOCE. Please complete the following form by **XX**. The final report will then be submitted to **President Purtell** for final review and signature prior to review by the Program Review Panel.

**Names of people who contributed to this report:**

### **Part 1: Purpose and Alignment to NOCE Mission**

The mission of NOCE is the following:

*NOCE serves our diverse community by providing holistic programs and services that are relevant and accessible to all learners in achieving their goals. NOCE is dedicated to offering a transformative educational experience that builds lasting foundational skills and promotes student success.*

- A. What is the purpose of the unit and how does it contribute to the mission of NOCE?
  - a. If the unit has a mission statement, please include.
  - b. List the major functions/duties of the unit.
  - c. Please emphasize the key functions and activities within the unit that promote and advance student success.

## **Part 2: Data-informed Decision Making:**

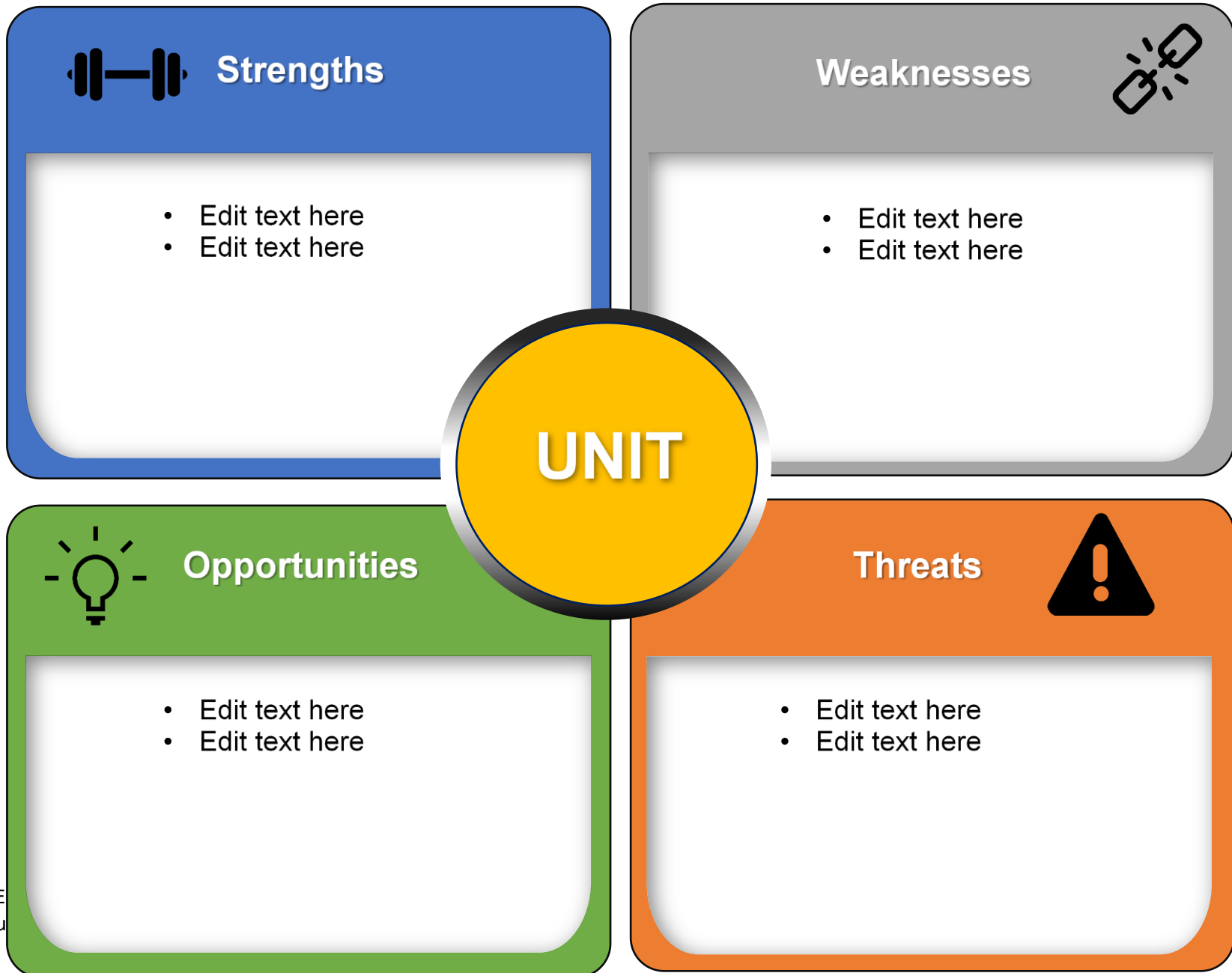
- A. What evidence has been collected regarding the satisfaction and performance of the unit?
- B. How has/will this information be used to inform unit decision making and strategic planning?

## **Part 3: SWOT Analysis**

SWOT is a summary of your administrative unit's:

- **Strengths** = A core capability of your unit; something your colleagues and institution value; you passed the “better than your competitors” test
- **Weaknesses**= Any existing, potential, or missing element which creates a barrier to maintaining or achieving success for your unit.
- **Opportunities**= Anything in the external environment that, if properly used, could provide an advantage to your unit.

- Threats= Anything in the external environment that could erode a strength of your unit. A situation out of your control that has the potential to harm your unit.



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A. Please discuss any strategies that you plan to use or have used in the past to enhance areas of strength and address unit weaknesses.

**Part 4: Goals and Objectives**

A. Tell us about the unit’s successes from the last four years.

B. Tell us about some challenges the unit has experienced in the last four years. How have those challenges been addressed?

C. Since the last unit program review, what major goals and/or objectives have been achieved and how? *Below are the goals and objectives that were listed in the last unit program review. (This component will appear after the first round of PR for units)*

Major Goals and/or Objectives from last 4 years	Status

D. Major goals and objectives for the **2021/22 – 2024/25 academic years.**

Major Goals and/or Objectives	Resources Needed (if not applicable, indicate N/A)	Strategic Plan Goals or Objectives linked to this Goal/Objective	Strategies that will help achieve goals/objectives	How are you measuring progress towards this goal/objective?


**Part 5: Staffing**

Position	Classification	Percent of employment	Source of funding	FTE
TOTAL FTE				

**Part 6: Resource Allocation**

- A. Please provide a brief evaluation of the unit's current resources. Include any examples of where the unit maximizes resources through braiding funds or collaborating with other departments, in addition to resource gaps that exist and any contextual factors (budgetary constraints, policy impacts both legislative and institutional, personnel) that impact your unit's resource planning and allocation.
- B. Since the last unit program review, what significant changes have occurred that impact the services of this unit?
- C. Personnel (place in order (rank) or importance).

Personnel Need	Reason	Potential Funding Source

- D. Facility Needs (place in order (rank) or importance).

Facility Need	Reason	Potential Funding Source

E. Technology and Equipment (place in order (rank) or importance).

Technology/Equipment Need	Reason	Estimated Total Cost	Annual or one-time	New or Replacement	Potential Funding Source

F. Professional Development

Pro D Need	Reason	Estimated Cost	Potential Funding Source

G. Describe how these resource requests support the unit in accomplishing its goals/objectives. Additionally, describe how these goals/objectives would be impacted if the resources identified above were not available for this upcoming budget year.



**Resource Allocation Processes:**

Place resource hyperlinks that outline the processes for each

- Non-Personnel:
  - Solely Grant Funded Resources:
  - General Funded Resources:
- Personnel:
  - Classified and Management Position Control:
    - Solely Grant Funded Resources:
    - General Funded Resources:
  - Faculty Position Control:
    - Solely Grant Funded Resources:
    - General Funded Resources:

Unit Lead Signature: \_\_\_\_\_

Executive Signature: \_\_\_\_\_