





# Annual Instructional Program Review Update

## Instructions

**NOTE: Beginning with 2010, assessment information is collected separately by each college and is NOT part of this form, except when it is used as evidence to support a funding request.**

**\*Please retain this information for your discipline's/department's use (or forward to your chair). The Office of Institutional Effectiveness will use the document to create a database of requests and will distribute the database to the relevant offices and committees as requested. (The Office of Institutional Effectiveness does not make resource allocation decisions.)**

The Annual Self-Study is conducted by each unit on each campus and consists of an analysis of changes ~~as well as~~ as well as significant new resource needs for staff, resources, facilities, and equipment. It should be ~~submitted~~ renewed every year by May 15th in anticipation of budget planning for the fiscal year, which begins July 1 of the





2. a. What are your enrollment management goals (examples: growth, stability, limits on enrollment, etc. – either for particular courses or for the unit)

If your goals necessitate resource changes make sure those needs are reflected in the applicable resource request sections.

Our goal for dance at Norco right now is to keep the two sections we have and maintain the stability within those sections. Decreasing the number of dance sections beyond what has already been decreased will affect the student experience at Norco.

3. What other goals, if any, does your unit have for 2010-2011 that are not covered in #2a above?

List the goals of your unit for 2010-2011	List activity(s) linked to the goal
Add sections back to the schedule.	Scheduling
Recruit dance faculty.	Recruiting Dance Faculty

\*Your unit may need assistance to reach its goals. Financial resources should be listed on the subsequent forms. In addition you may need help from other units or Administrators. Please list that on the appropriate form below, or on the form for “other” needs.



**5. Staff Needs**

**NEW OR REPLACEMENT STAFF (Faculty or Classified)<sup>1</sup>**

<p><b>List Staff Positions Needed for Academic Year _____</b>  <b>Please justify and explain each faculty request based on rubric criteria for your campus. Place titles on list in order (rank) or importance.</b></p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Annual TCP*</b></p>
<p><b>1.</b> <u>Reason:</u></p>		
<p><b>2.</b> <u>Reason:</u></p>		
<p><b>3.</b> <u>Reason:</u></p>		
<p><b>4.</b> <u>Reason:</u></p>		
<p><b>5.</b> <u>Reason:</u></p>		
<p><b>6.</b> <u>Reason:</u></p>		

\* TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacements) also require space and equipment. Please speak with your campus Business Officer to obtain accurate cost estimates. Please add related office space, equipment and other





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