

El Camino College

STUDENT SERVICES

Program Review Template 2025-2026

Program Review is a tool used by program personnel to critically evaluate the services offered by the program and to recommend necessary improvements that address the needs of the College and the community.

Program Overview

1. Briefly (1pg or less) describe the program and how it advances El Camino College's mission, and Comprehensive Integrated Plan themes.
2. Highlight 2- 5 key achievements of the program from the last four years.
3. List key collaborations with on and off-campus entities and succinctly explain the benefit of the partnership.

Data Insights

1. How many students, faculty, and/or staff does the program serve annually?
a. Tip: You can present annual service numbers in a table format.
2. Describe the students, faculty, and/or staff the program serves (include demographics).
3. Describe the number and type of personnel assigned to the program/office. Include a current Organizational Chart.

Assessment

Where applicable, include qualitative and quantitative data and cite sources of the data. Areas to consider for program assessment may include: [Student Services Dashboard](#), course success & completion, retention, degrees, and student surveys.

1. Review the goals and recommendations from the last Program Review. Describe the progress of these goals and recommendations.
2. Describe how you address equity gaps within your program.
 - ***Equity gaps refer to disparities in outcomes (such as access, retention, completion, success, program satisfaction, etc.) between different groups based on race/ethnicity, gender, socioeconomic status, or other demographics.***

Based on the program's work since the last program review, evaluate current Service Area Outcomes (SAOs);

3. List your current Service Area Outcomes (SAOs).
4. What evidence supports that the SAOs were partially or fully achieved?
5. If SAOs were not achieved, what modifications might you make to your SAOs.

Future Planning

1. List 1-3 program goals to be completed by the next program review cycle (goals are broad, general statements about what the program intends to accomplish).

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2. Develop/adjust the program's Service Area Outcomes (SAOs) for the next four years (outcomes are detailed and measurable statements). *Your area should focus on 1-3 SAOs.*
3. What key initiatives or projects will the program need to complete to achieve the program goals and SAOs?
4. When the next program review is due, how will the program determine if the goals and SAOs have been met?

Resource Allocation

What are the resources needed by the program to meet the goals and SAOs for the next four years?

- List resources in order of priority.
 - Explain how these resources support program goals, SAOs, and the El Camino College Comprehensive Integrated Plan.
 - Integrated Plan
 - Consider the following types of resources;
 - a. Staffing
 - b. Facilities and Equipment
 - c. Technology/Software
 - d. Contracts/Services
 - e. Other
1. What are the current funding sources for program operations by budget type?
 - a. General fund
 - b. Categorical funding
 - c. Auxiliary
 - d. Other