

**Northeast Texas Community College
2019-2020 Administrative Program Review – Self Assessment**

Department Name:	
Semester of Review:	

Staff Completing This Self-Assessment

Name	Title	Yrs at NTCC
(add rows as needed)		

Department Purpose Statement (What is the need for this department in the overall college program and how does it support the college mission?)

What impact does your department have on student recruitment and success? (See rubric line #1)

Identify your department’s strengths, weaknesses, opportunities, and threats (SWOT). (See rubric line #2)

Strengths -
Weaknesses -
Opportunities -
Threats -

SERVICE (See rubric line #3)

Population Served - Identify the primary population your department serves (generally internal to the institution) and the types of services provided to them (include any available data on number served, demographics, trends, etc.)

Customer Service – Rate your department on the customer service you provide (using data/evidence where available). If not at the highest score, what steps will you take to improve it? (Double click on box to check)

Outstanding
 Good
 Fair
 Poor

Community Service – Identify any involvement and/or services your department provides to the community outside the college.

ASSESSMENT

Outcomes Assessment - Provide a description/analysis of your process for identifying your outcomes and a summary of how results were used to improve your program. **INCLUDE THE STANDARD OUTCOMES FORM(S) SHOWING USE OF RESULTS WITH YOUR PROGRAM REVIEW.** (See rubric line #4)

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Continuous Improvement - Describe any additional significant improvements your department has made in the past five years that are not part of your Outcomes Assessment.

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RESOURCES

Physical - Assess the adequacy of your department’s physical resources to effectively perform your department’s necessary functions. (See rubric line #5)

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Financial - Assess the adequacy of your department’s financial resources to effectively perform your department’s necessary functions. (See rubric line #5)

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Human – List department staff names and positions. Assess the quality and sufficiency of staff to effectively perform your department’s necessary functions. (See rubric line #6)

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Professional Development - List professional development completed by department employees and identify additional professional development needed to effectively perform necessary functions. (See rubric line #6)

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Partnerships – Describe partnerships (internal or external to the College) that are essential to performing your department’s necessary functions. (See rubric line #7)

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FINAL THOUGHTS

Recognition - List accomplishments or recognitions earned by your department or department members.

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Vision – Describe your department’s vision and goals for the next five years. (See rubric line #8)

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Action Plan – As a result of this overall review, develop an action plan addressing your plans for improving your department. *This should include activities to improve all deficiencies identified in this review.* (See rubric line #9)

Improvement Activity	Steps necessary to reach target	Target Completion Date
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(add rows as needed)		

FEEDBACK

How useful was Program Review in helping you better understand the condition and needs of your department? Did you learn anything you did not already know?

Did the template design meet your needs to report relevant data? Would you add or eliminate anything?

Was the established timeline sufficient for preparation, data collection, and evaluation of your program?