

PALOMAR COLLEGE INSTITUTIONAL REVIEW

FINANCE & ADMINISTRATIVE SERVICES DIVISION PROGRAM REVIEW

Please review the procedures for the Institutional Review for Finance & Administrative Services prior to collecting the data and developing your department/program report:

Department/Program: _____ Review Period: _____

1. Program Purpose, Function, and Users: Describe the purpose of your department/program, and changes in purpose in recent years and/or expectations for changes in the near future. Describe how your department/program supports the college's mission and strategic plan and your goals for this review period. List your department's/program's key functions and users, measurements for user demand, and any recent or anticipated changes in user demand. List other departments on campus in which your department/program has continual interaction and briefly explain the nature of such.

2. Available Resources: For the past three years, list the total budget for your area of responsibility and break it down between staffing and non-personnel operational expenses. Identify fixed budget costs such as insurance, utilities, etc., and list any revenue generated by your department/program and what the revenue supports. After analyzing the data, if your budget has changed significantly over the past three years discuss why and how the changes impact the level of service provided. If you use benchmarks to ascertain department/program effectiveness, identify them and how your areas of responsibility compare. Lastly, determine if your resources are adequate. If not, describe how it affects the quantity and/or quality of work in your areas of responsibility.

3. Program Effectiveness: Describe measures used to evaluate your department/program in regards to quantity, quality, timeliness, service and their results. Based on the results, identify your department's/program's strengths and accomplishments in the last two years. Also, identify areas where opportunities for improvement exist and if you are able to facilitate change in those areas.

4. **Program Plans:** Based on the data and information provided in the review of your department/program, describe any plans, goals and objectives you have developed to provide an improved level of service over the next two years. If you need additional resources, provide a detailed justification and cost estimate to include staffing, equipment, technology, infrastructure, and any other costs to be considered.

5. **Other:** List any cost saving opportunities that may exist and/or provide any comments related to your department/program that you believe relevant to this program review process.

Report Prepared By: _____ Date: _____

Reviewed By: _____ Date: _____

Date Submitted to FASPC: _____

Date Approved by FASPC: _____

Date Submitted to SPC: _____