

ANNUAL PROGRAM REVIEW TEMPLATE for 2016-2017
Instructional Support and Other Units

Includes: Instructional Services Office, Division Dean's Offices, Occupational & Noncredit Administrative Office, Workforce and Community Development and Extended Education (Centers and Site Operations), KKSM, PCTV, Library, Telescope, Boehm Gallery, Academic Technology, Tutoring, Planetarium, Service Learning, Wellness Center, Women's Studies, STEM Center, Teaching & Learning Center, etc.

SECTION 2: PROGRAM GOALS

2A. Progress on Previous Year's Goals: Please list goals from the previous year's reviews and provide an update by checking the appropriate status box .

Goal	Completed	Ongoing	No Longer a Goal
Hire a permanent part-time staff member for the planetarium.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Learn more of the features of Digistar operating software.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Host more public speaking events.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Work to keep attendance numbers high	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Upgrade our software from Digistar 4 to Digistar 5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

2B. New Goals: Please list all goals for this three-year planning cycle (including those continued from previous planning cycle):

GOAL #1	
Goal	Hire a permanent part-time staff member for the planetarium.
Strategies for implementation	Work with Administration on this goal
Timeline for Implementation	ASAP
Outcome(s) expected (qualitative/quantitative)	Stability for my temporary employee currently doing the job.
GOAL #2	
Goal	Learn more of the features of Digistar operating software.
Strategies for implementation	Included as part of Mark Lane's Fall 2017 sabbatical.
Timeline for Implementation	Ongoing
Outcome(s) expected (qualitative/quantitative)	Better quality presentations in the planetarium.
GOAL #3	
Goal	Host more public speaking events.
Strategies for implementation	Seek out potential speakers.
Timeline for Implementation	Ongoing
Outcome(s) expected (qualitative/quantitative)	Increased attendance and exposure for the planetarium.

**Department Chair/
 Designee Signature:** _____

Date: _____

Division Dean Signature: _____

Date: _____

Vice President Signature: _____

Date: _____