



West Hills Community College District Non-Academic Department Program Review Template

Section I. Department Purpose, Target Population, Services

A. Department Purpose

1. Describe the mission of the department
2. What is the relationship between the department's mission and the district's mission
3. What is the relationship between the department's mission and the colleges' mission (both WHCC and WHCL).
4. Does the department fulfill a unique institutional goal? If yes, please explain. (See College Planning Manuals)

B. Target Population

5. Is the department intended to serve a special population or clientele? Please describe the end-user.
6. Describe the mechanisms used to monitor the department's currency and fit with student and institutional needs.
7. How are departmental offerings marketed to the college community? Describe attempts to increase the proportion of student, faculty or staff populations utilizing departmental services.

C. Services

8. List the major college functions or services performed by the department.
9. List the current service goals of the department.
10. Is there a desire to add new service goals or objectives to the department?
11. Describe the departmental strategies and activities intended to achieve these objectives.
12. Describe how these goals and objectives will be assessed?

Section II Data

13. Define and provide appropriate department use trend data, as available (3 to 5 years). If possible, show how services are provided or used by each individual college.
14. Provide assessment results from end-users. (Use survey or other assessment tools to gather feedback from end-users)
15. Comment on significant information that emerges from the data

Section III. Institutional Support

16. Describe the adequacy of the staffing level to accomplish organizational objectives at colleges and district office.
17. How adequate and appropriate are departmental facilities and equipment? Please be specific about current deficiencies and projected needs at colleges and district office.

18. Are there unmet professional development needs of department staff? If yes, please describe.
19. Are there specific fiscal needs that have not been previously identified? If yes, please specify.

Section IV. Summary

20. Describe the strengths of the department
21. Describe departmental weaknesses or areas for improvement
22. Describe plan to correct identified weaknesses and improve the program. Suggest timelines and required resources as appropriate.

Section V Communication

- 23 Communicate Results
 - a. Review with immediate supervisor
 - b. Chancellor's Cabinet
 - c. WHC Coalinga College Consultation Committee WHC Lemoore Planning and Governance Council
 - d. Chancellor's Executive Cabinet
 - * Discuss appropriateness of assignment to district or college.
 - e. Board of Trustees