Administrative Services
Full Program Review Description

I. The XXX Program/Service Overview
   a. Mission of the Service
   b. Service Description of the Functions
   c. Types of Evidence to Be Collected During the Year in order to Assess the Effectiveness of the Service/Program
   d. Service’s Needs and Objectives Contained in the Instructional or Student Services Full Program Review that Could Potentially Impact Your Service
   e. Service’s Major Activities (exclusive of those listed in #d)
   f. Evaluation of Results.
      How the program is performing based on a survey of primary users or performance on other key performance indicators that measure the effectiveness of major program activities.
   g. Environmental Scan
      Internal and external factors that will potentially impact the future performance of the program.
      i. Internal: Strengths of the program--What the program is doing well and should be sustained. Weakness--What the program is not doing well and should be improved.
      ii. External: Opportunities--Potential external factors could help the program improve its performance. Threats--Potential external factors that could negatively impact program performance.
   h. Future Development Strategy
      Future focus for the program and specific objectives to be accomplished over the next 3 years.
II. Service’s Needs Assessment

a. Staffing
   i. Current
   ii. Additional Staffing Needs

b. Equipment Needs not Covered by Current Budget

c. Facilities Needs not Covered by Current Budget or Remodeling Projects

d. Professional Development Needs Not Covered by Current Budget

e. Miscellaneous Other Needs

III. Considering the current and anticipated budget environment, what efficiency could you create that would improve your services to students and results in cost reduction?