

# Student Service/Program Annual Update Checklist

- ☐ Data Review:
  - Note any significant change in how your program compares to the college, if any.
- ☐ Goal Updates:
  - Address any updates to Program Goals.
    - This includes closing goals or creating new goals (as necessary).
- ☐ Information/Publications:
  - Discuss any new publications or published information that require regular updates for your area. If any information has had a significant change, please explain.
- ☐ Assessment Check:
  - Make any relevant updates, make sure to document your progress, and upload your assessment data for your continuous improvement goals.
  - Provide a summary of progress and reflection on your progress towards your continuous improvement goals.
- ☐ Make any updates to the Equity Section
  - Add details on recent equity-related professional development activities or identified needs.
- ☐ Complete resource requests for newly identified items, staff, or budget.
  - Enter new resource requests for this Program Review cycle.
  - Provide updates for prior resource requests. Cancel any items that are no longer needed and add evidence to support prior resource requests.
- ☐ Complete New Faculty resource requests if needed.
- ☐ Complete the Program Review Reflections section with any feedback on how to improve the process or platform to make the program review process more meaningful.
- ☐ Don't forget to submit and select 'Yes' under Submission to confirm all sections of your annual update have been reviewed and updated if needed.