Program Review Action Template

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| **Action Name:** | *Provide a brief name for the Action. This is how it will be listed for reference in other screens.* |
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| **Action:** | *Describe the action in one to two sentences. The action should be specific, measurable, and achievable within one year. Processes that have sequential steps of implementation should only include one step or element for each action.* |
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| **Implementation Timeline:** | *Identify the academic year that the Action will be implemented. If an Action is a larger project that spans several years, break it down into annual steps and only enter the step for the current year. Note that the timeline for implementation is the academic year following the current year in which the Program Review is being written.* |
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| **Identify related course/program outcomes:** | *Each action must be linked to a Course/Program/Institutional Outcome (or District Objective). You may choose to relate more than one outcome to each action.* |
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| **Person(s) Responsible (Name and Postion):** | *Identify the faculty and staff who will implement the action, using position titles, not just personal names. There may be a different faculty or staff assigned to different actions.* |
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| **Rationale (With supporting data):** | *Provide a rationale for the Action in brief form. Rationales should link to the area strengths, needs, and challenges as identified within the Program Summary tab, and might encompass the following: (a) how the action will address academic quality or student success (b) how the action will promote resource efficiency or improve internal / external relations. (c) how the action will address an external opportunity or challenge.*  *(d) how the action will improve results on outcomes at any/all levels.* |
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| **Priority:** | *State the priority level (High / Medium / Low) of this action. In most cases this will correspond naturally to the numerical order of the actions, but not always. For instance, an area may identify high priority for a high-priced item such as a vehicle purchase, but realizes this may not be approved given a particular budget climate, and so does not list it first in numerical order.* |
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| **Safety Issue:** | *If you clicked Yes, describe any safety or security issues that are impacted by this action.* |
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| **External Mandate:** | *Choose Yes or No. If there are outside forces mandating a change for the unit, choose Yes and explain in the following text box.* |
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| **Safety/Mandate Explanation:** | *If you clicked “Yes” in response to the External Mandate or Safety questions, describe the safety issues and/or external mandates such as regulations or compliance issues that are impacted by this action.* |
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