

# Peralta Community College District

## UNIT PLAN TEMPLATE

## Student Services

2011-2012

This presents the common elements to be addressed by each discipline/department in unit planning. Depending on College preferences, these common elements may be formatted or addressed differently.

### I. OVERVIEW

		<b>Date Submitted:</b>	
<b>Program/ Department</b>		<b>Administrator:</b>	
<b>Department Chair/ Coordinator</b>			
<b>Mission/ History Service provided</b> <i>Brief, one paragraph</i>			

### II. EVALUATION AND PLANNING

<b>Quantitative Assessments</b>	Narrative
Include service area data such as number of students served by program. Include data and recommendations from program review.	

<b>Qualitative Assessments</b>	Narrative
Community and college relevance Present evidence of community need based on Advisory Committee input, McIntyre Environmental Scan, Student surveys	

**Identify strengths, weaknesses, opportunities, and limitations (from the Action Plans)**

College strategic plan relevance	
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Action Plan Steps

Please describe your plan for responding to the above data.

**ACTION PLAN** -- Include overall plans/goals and specific action steps.

**Additional Planned Educational Activities**

<b>Health/safety/legal issues:</b>	.
<b>Student Retention and Success</b>	
<b>Progress on Student Learning Outcomes. ( SLO % Complete)</b>	
<b>Other</b>	

**III. RESOURCE NEEDS**

**Personnel Needs**

FT/PT ratio	Current	If filled	If not filled		# FTE faculty assigned)	
<b>Narrative:</b> <i>are PT faculty or staff available? Can FT faculty or staff be reassigned to this program? Implications if not filled</i>						

**Equipment/Material/Supply/ Classified/Student Assistant Needs:**

Please describe any needs in the above categories.

**Facilities Needs (Items that should be included in our Facilities Master Plan) for Measure A funding:**

Please describe any facilities needs.

9/25/09