**Summary of Program Plan Improvements (2014)**

As a result of the EdCAP review of the Program Plan Template, the following improvements have been made:

PROGRAM OVERVIEW

* Modified Program Overview page to make it more neutral for all programs.
* Created more specific prompts for the narratives addressing the overview of the program. Rather than having one large narrative for the program overview, now there are specific sections for each topic such as *program concerns, student demand, student completion, productivity,* and *curriculum*.
* Added narrative prompts for *status report on planning agendas* and *SLO assessment,* improving the connection of SLO assessment to program planning.

OPPORTUNITIES FOR IMPROVEMENT/ACTION STEPS

* Moved Action Steps to the first tab (in place of Opportunities), streamlining the data entry for action items.
* Moved Strategic Goals mapping to the Planning Item tab, rather than having these on a separate tab.

RELATED SLO AND ENVIRONMENTAL SCANS

* With the adjustment of the Opportunities for Improvement/Action Steps tabs, the Related SLO and Environmental Scans tab is more visible.
* Added another Source Type option for “Other”.

RESOURCE REQUESTS

* Separated the Resource Requests from the Action Step subform, making it easier to locate resource requests in the template as well as on printed reports.
  + This separation also allows for a tighter connection between the Follow-Up for resources received to the actual resource request.
* Added the more specific Technology and Facilities categories, allowing for Technology-CAP and Facilities-CAP to better sort the requests for prioritization.

REPORTS

* Provided another report option.

ITEMS IN PROGRESS:

* “Help” text is available behind the “?” links – we need to populate these help links.
* A “Help” folder will be added to the Documents Tab; resource/help documents will be added