DATE: May 20, 2022

TO: Kelaiah Harris, Executive Assistant, Instruction

FROM: Elaine Kuo, College Researcher

RE: Annual Progress Report Writers Template Evaluation, 2021ritJ[2( )Tj4.7 0 Td0AMCID 5 BC -21 -1.2

ResneDapàFFeudogy32epfOrtüoAt63BÄse! that
on the program's action plans for the next cy

- The top two (2) issues encountered were:
  - o Understanding the instructions to cor
  - o Identifying the evidence used to evalu
  Meanwhile, one-fourth of respondents did n
- Improvement suggestions include:
  - o Adding descriptive help links to explai
  - o Finding a way to include adjunct facul

Annual Progress Report Writer Template Survey
Survey administration
January 19 - February 9, 2022

Survey sent to 14 people
8 respondents or 57% response rate

Responses	N	Percent
< 4 hours	1	14%
4 > 8 hours	2	29%
8 < 12 hours	2	29%

Q5: Indicate whether you encountered any of the following difficulties while completing the annual progress report template. Check all that apply.

Responses	N	Percent
Encountered no issues	2	25%
Understanding instructions	3	38%
Navigating template	2	25%
Identifying evidence	3	38%
Explaining evidence	2	25%
Writing narrative	1	13%
Saving/Sharing/Printing	0	0%
Getting help	0	0%
Other	2	25%

Note: Respondents can select more than one response.

Other: Please explain
I have difficulty doing this collaboratively with the part-time faculty

Getting ideas aligned with others in department

Q6: Did you have questions about the annual progress report that you were unable to get answered?

Responses	N	Percent
Yes	0	0%
No	8	100%
Total	8	100%

If you responded yes, what were they?
No responses

Q7: Did any of your program review action plans lead to submitting a resource request last year and/o year?
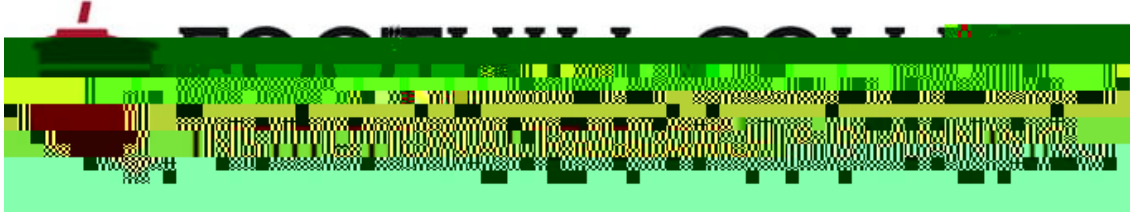No responses

Q8: What suggestions you have for improving the annual progress report template and/or process?
I think it should be a requirement for all part-time faculty in that department to at least acknowledge they have read and give input (if they felt like it).

Include descriptive help links to explain questions such as the one about external factors. Once I s with IR and understood that this referenced AB 705 etc. it made sense... but the question itself was not clear.

It's all getting better every year! Thanks.

The process is vastly simpler and more clear, thank you! Continuing to refine where we find data where my department needs help.

Program Review Evaluation 2022
Annual Progress Report Writer Template Survey

Please answer the questions below abou   t the annual progre   ss report template. This survey is bein   g administered by Institutiona   l Research & Planning (IRP). Your identity will not be sh

☐ A lot
☐ Some
☐ Not at all

5) Indicate whether you encountered any of the following difficulties while completing the annual progress report template. Check all that apply.
☐ Did not encounter any issues
☐ Understanding the instructions to complete the annual progress report
☐ Navigating the template
☐ Identifying the evidence used to evaluate progress
☐ Explaining the evidence/data
☐

6) Did you have questions about the annual progress report that you were unable to get answered?

If you responded yes, what were they?

7) Did any of your program review action plans lead to submitting a resource request last year and/or this year?

8) What suggestions do you have for improving the annual progress report template and/or process?

rev. 01.18.2022