

Section I – Goals

- APU template needs to build on a solid program review.
 - Do not create new set of categories for goals. Just use district/college goals for program goal alignment.
 - Include SMART guidelines.
 - For APU, report of status of goals instead of developing new goals.
 - Standard meeting agenda should indicate each goal addressed by an item.
 - Align goals and budget requests either in goals matrix or resource request matrix.

Section III – Data analysis

- IN addition to the task of cut/paste and single observation prompts... Ask more about why? (more thought provoking questions, be specific e.g. demographics by gender, age, ethnicity..)

Section IV – Changes/Improvements

- Separate changes to curriculum and changes to program, services or unit.
- For non-instructional programs add a section that has 3 parts: service, needs, next steps.
- Remove reference to Clifton's name.

Section V – Resource requests

- Links other than SLO: resources -> assessment/data as evidence/justification
- Resources needed beyond your own department i.e. Communications requesting a counselor.
- New section that allows everyone to state and justify current baseline needs and budget (equipment, supplies, staffing, and other recurring basic needs)
- Remove alignment with pccd goals column
- Need more categories to encompass more than what is stated. Ex: discretionary funds, supplies, fees, etc.

Validation/Review Process:

- No feedback – low morale and waste of time.
- The process – who, what, when, why: purpose and feedback.
- Recommendation – at the August Flex, training on SMART goals and APU. At the October Flex – 2 hours for College-wide validation process.
- 10/01-10/26 Deans to review for completion APU's to resource allocation
- What is the department/unit response to feedback?
- Admin produces list of API resources and sends to governance bodies and posted to website.