

SPARE – Service Areas (Service and Program Annual Review and Evaluation)

Service Area:

Update/Review Year:

Instructions: SPAREs are due in August/September of the scheduled year. They consist of:

- a look back and evaluation of assessment outcomes and goals/objectives for the prior academic year
- planning for the current academic year (year of report submission)
- funding requests for the next fiscal year, subsequent to the reporting year.

Service Area Outcomes (SAOs) Assessment

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	1.	List your service area outcomes below, with the assessment results for each outcome.			
	2.	Looking back on the previous academic year, how has assessment of SAOs led to improvements in service levels for students and the College community?			

3. Looking back on the previous academic year, how has assessment of SAOs contributed to College achievement of core theme subobjectives?

4.	What challenges remain to make Service Area Outcome Assessment more effective
	for your area?

Update on Service Area Goals and Objectives:

- 1. Provide an update below on your Service area's progress toward achievement of short-term objectives you established in your previous review/annual update.
- 2. As you look to the remainder of this current academic year, are there challenges or opportunities that have been encountered that may affect the achievement of your objectives?
- 3. As you look to the remainder of this current academic year, identify two or more short-term objectives below that will continue to promote progress toward the institution's mission of achieving equitable outcomes for students at the College.

Short-term Equity and Inclusion Objectives for the current academic year:

4. As you look to the upcoming fiscal year (year after report submission), identify two or more short-term objectives below that will continue to promote progress toward your service area's achievement of your long-term goals.

<u>Input for Budget Planning Process in Upcoming Year</u> (Fiscal Year Subsequent to Year of Report Submission)

1. For any specific aspect of a goal or objective listed above that would require additional financial resources, complete the form below. If you are aware of a potential funding source other than college general funds, identify the potential source below.

Type of Resource	Requested Amount	Potential Funding Source

- 2. Describe the purpose of the resource request.
- 3. How does this request further college fulfillment of the college mission and its Core Theme objectives?