Standardized Evaluation of Programs and Services (STEPS) Annual Report

# Purpose

To provide all programs and services at the college with an inclusive, equitable, and systematic framework to evaluate contributions towards student success, inform meaningful change by identifying needs and setting priorities, and to plan for continuous improvement in alignment with the college’s [vision, mission](https://www.wwcc.edu/about/mission-vision-and-planning/), and [strategic goals](https://www.wwcc.edu/about/mission-vision-and-planning/institutional-planning/).

# Instructions

Save this blank template and rename with your program name and the fiscal year included in the file name (e.g., “Annual STEPS Report Form\_Culinary Arts\_2024” if submitted anytime in the 2024-25 academic year). Program leads should complete this form in consultation with faculty and staff within their program area to allow for broad representation and consensus. Include student input if at all possible. Once done, save the completed file as a .pdf and submit it electronically via the [STEPS Upload Form](https://forms.office.com/Pages/ResponsePage.aspx?id=iEXT555nQUCm4lgXTCWxfkKQMLYitiFPr6-pZPzQn_lUN0UyTDNSVDQ4VzVYTzYxNVFCMldRNjNWVSQlQCN0PWcu), located via the [STEPS section](https://www.wwcc.edu/employees/integrated-planning-and-budgeting/#steps) of the [Integrated Planning and Budgeting](https://www.wwcc.edu/employees/integrated-planning-and-budgeting/) webpage no later than the last Friday in December.

The STEPS Guidebook is available from the [STEPS webpage](https://www.wwcc.edu/employees/#STEPS). It contains more information on the STEPS process, each portion of the report, an explanation of what programs are expected to demonstrate, rubrics for understanding compliance to the standards, and information on where to go for help.

Standards below are marked in parentheses to indicate if they are required for **(I)**nstructional programs, **(N)**oninstructional programs, or **(A)**ll programs. In some cases, other programs may opt to provide information even when not required to do so.

# Program Information (A)

|  |  |
| --- | --- |
| Program |  |
| Division |  |
| Contributing Authors (Names & Titles) |  |
| Academic Year Submitted | *e.g., 2024-25* |

# Standard 1: Mission (A)

Every program must have a mission statement that is consistent with the mission of the area, division, institution, and any applicable professional standards.

Work collaboratively with faculty and/or staff to develop or review and update the mission statement.

|  |  |
| --- | --- |
| Mission Statement |  |
| Date last reviewed or changed (and what changes were made) |  |

# Standard 2: Organizational Structure and Objectives (A)

## 2.1 Structure and Objectives

# This section explains how the program or service is structured and what it does. It further outlines activities, services, and/or resources provided by the functional area, including objectives that inform purpose and allow evaluation of performance.

|  |  |
| --- | --- |
| How is the program organized? Who reports to whom? How many positions and FTE? |  |
| What core activities and services do you provide? |  |
| What are your current departmental objectives? List as many as apply. |  |
| Describe how these objectives were set and how achievement is monitored and evaluated. How often are objectives reviewed/updated? |  |
| What priorities, objectives, goals, and tactics described in the college’s Strategic Plan or other master plans (e.g., SEM Plan, Academic Master Plan) do you directly support? Describe your role. |  |

## 2.2 Published Materials

The program or service must provide relevant information about its mission and goals, the programs, services, and resources it provides. This information, whether promotional or descriptive, must be accurate and free of deception and misrepresentation.

Review communication of the program or service as it appears in published materials, whether print or online. Detail this review and any recommendations for updates or changes to published materials in the chart. Add rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Materials | Date Last Reviewed Updated | Link/Location(s) | Person(s) Responsible for Updates | Additional Notes |
| *e.g., eCatalog, program website, syllabi, etc.* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

# Standard 3: Student Learning, Development, and Success (I)

Each program or service should contribute to students’ formal education, including both curricular and extra-curricular experiences, to students’ progression and timely completion of educational goals, and help students and designated clients prepare for their careers and meaningful contributions to society. Programs and services should work with the institution to identify relevant and desirable student success and student learning and development outcomes, and implement strategies and tactics to achieve these outcomes.

Use the space below to provide a summary of the extent to which you feel your program meets the standards described in the Guidebook for student learning outcomes at all levels and any thoughts or plans you have for the future, aligning learning outcomes, etc. Provide any additional information about how your program contributes to student learning, development, and success.

# Standard 7: Planning & Continuous Improvement (A)

Programs should be able to develop plans, goals, and outcomes based on sound information and assess their progress. Identify areas of strength/accomplishments and opportunities for improvement.

|  |  |
| --- | --- |
| 1. What are your areas of strength and/or accomplishments? |  |
| 1. What are your opportunities for improvement and/or aspirations? |  |
| 1. Plan for Improvement:  * Action Plan – What will you do? * Timeline – How long will it take? * Evidence of Success – How will you know if you are successful? |  |

Please[***submit a budget request***](https://app.smartsheet.com/b/form/ab03283caea4427e9f404dda963dcd47)to the WWCC Budget Council for financial resources(including new staff positions) to support your plans and activities in the next fiscal year. Budget Council will prioritize requests according to specific [criteria](https://www.wwcc.edu/employees/integrated-planning-and-budgeting/#budget) that align with STEPS standards and the WWCC Strategic Plan when developing the budget.

Revisit any previous improvement/action plans. Reflect on the plan, report significant updates or adjustments, and assess progress towards completion.

|  |  |
| --- | --- |
| State ongoing improvement plan(s) |  |
| Suggest partners for consultation/collaboration or comments received from partners/collaborators |  |
| Summarize significant updates, adjustments, or progress |  |

*End of Report*