

Program Review Presentation Guidelines:

- **Presentations should be between 6-10 minutes.**
The size and complexity of your unit may influence whether your presentation is closer to 6 or 10 minutes. No presentations should be longer than 10 minutes maximum
- **Plan for Q & A**
Each presenting program will be given a **15 minute maximum** time slot. This will allow for at least 5 minutes of Q & A. Frequently asked questions (if not addressed during the presentation) include:
 1. What can the college do to support your program?
 2. Are there connections to other programs you can/should explore?
 3. Has your program considered working with ___X___ ?
 4. Are changes to your program anticipated?
 5. What is your program doing to address equity issues?
 6. Have any external factors affected your program?
 7. Are there any challenges that are unique to your program?
 8. What does the long term future of your program/discipline look like?
 9. Are there specific funding or other needs for your program?
 10. *Did the program review process yield any new insights?*
- **Use the Powerpoint template provided**
 - Slide 1 – Unit Title:
(Program name)
 - Slide 2 – Unit Profile:
(Describe what your program does and how this fits with the mission of ARC)
 - Slide 3 – Historical Analysis: Program strengths & Challenges:
(List your program's strengths and challenges based on review of your historical data or other records.
 - Slide 4 – Objectives:
(List what your program wants to accomplish. Discuss how these accomplishments will or do support the ARC mission.)
 - Slide 5 – Strategic Enhancement
(Describe what your program's ideal future looks like. Discuss how this vision supports ARC's commitment to social justice and equity.
 - Slide 6 – Planning Steps
(List planning steps your program is planning to take within the next year or so. These would be found in your Annual Unit Plan.
- **Email your powerpoint in advance of your presentation (details to follow)**