

IMPERIAL VALLEY COLLEGE  
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES

PROGRAM/DEPARTMENT President's Office (Customer Service)

ACADEMIC YR. 2012-2013


Comprehensive Program Review       Annual Assessment       Request for Resources (check all that apply)

Please analyze your Program Review data as well as your SLO/SAO assessment findings in order to update to your Comprehensive Program Review report as needed. All changes to area needs and subsequent requests for additional resources must be reported at this time.

If your program is scheduled for a Comprehensive Program Review all forms are to be completed and submitted to the appropriate Dean/VP. If you are completing the annual Program Review Assessment only and have no changes to area needs, sign below and submit this form to appropriate Dean/VP. If your needs have changed as a result of your annual assessment of program review data, please complete the appropriate Request for Resources form(s) and submit to appropriate Dean/VP.

N/A  
Signature of Program Chair/Director \_\_\_\_\_ Date \_\_\_\_\_

N/A  
Signature of Area Dean \_\_\_\_\_ Date \_\_\_\_\_

  
Signature of Area ~~Vice~~ President, Victor M. Jaime, Ed.D. Date 02-17-12

Please attach the following documents to this Program Review Compliance form if you are requesting additional resources:

- ✓ Comprehensive Program Review
- ✓ Data Analysis Form
- ✓ SLO/SAO Assessments
- ✓ Request for Resources Forms



# Imperial Valley College

## Program Review

101-11001-6790		Superintendent / President Office/Unrestricted - General/Other General Inst Support Services				
#	Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
1	4460 Office Supplies	\$0.00	\$0.00	\$27.00	CSC Employee of the Month/Year	10 Routine Operational Cost
2	4480 Hospitality	\$0.31	\$770.00	\$773.00	CSC Employee of the Month/Year	10 Routine Operational Cost
<b>Totals:</b>		<b>\$0.31</b>	<b>\$770.00</b>	<b>\$800.00</b>		

**Long Justifications:**

1 Customer Service Committee Employee of the Month/Year recognition program. Cost includes purchase of certificates, certificate folders, and seals.

2 Customer Service Committee Employee of the Month and Year recognition program. Expenditures include plaques, photography, wall plaque name plates, and gifts for winners. Budgeted for eight (8) Employee of the Month winners and one (1) Employee of the Year winner.

**Actual Grand Total:**                 **\$0.31**  
**Budgeted Grand Total:**           **\$770.00**  
**Requesting Grand Total:**         **\$800.00**