**CO-CURRICULAR PROGRAM REVIEW REPORT**

**UNIT NAME**

**DATE**

PART I. Self-Study Report

Step 1. Unit Overview

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| MISSION |
| State the mission of the unit and discuss the mission in relation to the division and institution’s mission and strategic plan. |
| DESCRIPTION OF THE UNIT |
| Explain the unit’s programs, events, activities, functions and services, staff, and resources. |
| COMMITTEE SUMMARY |
| Provide a descriptive summary of the members of the committee. |
| RECOMMENDATIONS |
| Highlight prior recommendations from previous cycle of program review (if applicable). |

Step 2. Self-Assessment Guide

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| OVERVIEW QUESTIONS |
| Discuss the overview questions of the self-assessment, organized by the 12 Standards (example: SAG Campus Activities Programs). Refer to the SAG for the overview questions. |
| SUMMARY OF GOOD PRACTICES |
| Provide a detailed summary of the good practices of the unit across the 12 Standards. |
| SUMMARY OF INSUFFICIENT EVIDENCE |
|  Provide a detailed summary of the areas with insufficient evidence across the 12 Standards. |
| SUMMARY OF AREAS OF IMPROVEMENT |
|  Provide a detailed summary of the areas for improvement of the unit across the 12 Standards. |
| KEY ISSUES |
| Discuss areas to be addressed by the external review team. |

PART II. External Review

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| SUMMARY OF EXTERNAL REVIEW REPORT |
| Provide a high-level summary discussing the members of the external review team, process of the external review, and overall findings of the External Review Report. |
| EXTERNAL REVIEW REPORT |
| Attach the External Review Report. |

PART III. Action Plan

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| ACTION PLAN |
| Directions: Using this form as a template, develop the Action Plan for each area of improvement identified through the program review. The Action Plan should include the CAS Standard, recommendation, action needed, and SMART outcome (the statement should identify the timeline for completion, the persons responsible for completing action items, and the metric for success). The progress of the Action Plan will be integrated into the annual assessment plan and should also be aligned to the divisional strategic plan and goal areas.  |

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| --- | --- | --- | --- | --- |
| NO. | CAS STANDARD | RECOMMENDATION | ACTION NEEDED | SMART OUTCOME |
| 1 |  |  |   |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |

PART IV. Lessons Learned from Program Review

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| SUMMARY OF FINDINGS |
| Directions: Discuss overall impressions on the findings from the program review. Make connections between the unit’s strengths, and relevant, ongoing work within the division. Discuss the next steps based on the program review. |
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PART V. Appendices

Include supporting documents and evidence (e.g., job descriptions and resumes of staff, organization chart, annual reports from recent years, budget documentation, standards, ratings, external review budget and itinerary, etc.).