

Program Review   
External Review Team Final Report

[Department name]

Division of Student Affairs

[Date of visit]

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# Timeline and Process

### HEADING

[Please describe the general timeline of events and the methods or processes the EXTERNAL PROGRAM REVIEW TEAM took to develop this report. For example, document review prior to arrival, stakeholder meetings, EXTERNAL PROGRAM REVIEW TEAM approach to developing themes, etc.]

# 

# Executive Summary

### INTRODUCTION

[Enter text here]

### THEMES OF EXCELLENCE

[Please identify and discuss the themes that developed over the course of the self-study review and on-site visit related to celebrations and excellence.]

### THEMES OF OPPORTUNITY/ASPIRATIONS

[Please identify and discuss the themes that developed over the course of the self-study review and on-site visit related to opportunities and aspirations.]

## STEP 1:

## Response to Self-Study, Virtual Visits & Questions

[Please ***broadly*** address strengths, opportunities, and recommendations for the self-study, virtual visits and questions posed in the self-study.]

**Note:** Please ***enter the detailed content*** for each standard in the appropriate text field labeled “External Review Team Recommendations/Opportunities” in the Compliance Assist program review module. This more detailed information will be intended for department staff use in operationalizing recommendations.

### RESPONSE TO SELF-STUDY

[Enter text here.]

### RESPONSE TO VIRTUAL VISITS

[Enter text here.]

### RESPONSE TO QUESTIONS POSED IN THE SELF-STUDY

[Restate the questions from the self-study and then respond to them beneath. We anticipate responses to vary in length based on the complexity of the questions and in proportion to the review committee’s answers]

## Additional Foci Reviewed

### AREAS OF EXCELLENCE

[Describe what the department does well, how the department supports the division’s mission and priorities, and how the department could be seen as pioneers/leaders in the field (if applicable).]

### AREAS FOR IMPROVEMENT

[Describe the areas that the department should improve on and the reasons that these areas need improvement.]

### PROPOSED AREAS TO FOCUS FOR THE FUTURE

[Describe areas the department should focus on for the next five years.]

## STEP 2: Evaluation of Significant Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Report chapter** | **Proposed areas for future focus** | **Strengths** | **Notes** |
| **Section I: Response to self-study** |  |  |  |
| **Section II: Response to on-campus visit** |  |  |  |
| **Section III: Response to departmental questions** |  |  |  |
| **Section IV: Conclusion** |  |  |  |

## STEP 3: Recommended Follow-Up Actions

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## Step 4: Conclusion

[Please share any additional comments for the good of the department, division or university. Please note that this written report will be distributed to members of the department. If you want to note any limitations that you perceive, this can be noted here as well]

**Note**: In cases where the report contains recommendations for increased funding or staffing, recommendations for reallocations of funding and/or retirement of programs/initiatives should also be provided.

## Appendix

### REVIEW TEAM MEMBERS

[Enter Review team member bios]