Each year, no later than June 30, Student Services Staff analyze the state of their program. The Program Review analysis includes the following information and should not be more than 3-4 pages. Programs may include additional data and information in support of the annual review—as an attachment only.

Date:

Student services unit:

Student services unit staff:

Program review prepared by:

A. Summary description of your unit’s program and services (one paragraph):

B. Number of students served/types of services provided:

C. List significant unit accomplishments in 2006-2007:
D. Where appropriate, delineate the relationship of significant unit accomplishments in 2006-2007 to the current Student Services Planning Document:

E. Summarize the results of the annual student survey for your unit (including the total number of survey responses) AND identify the implications for the future delivery of your unit’s services:

F. Summarize the findings of your unit’s assessment of Student Learning Outcomes AND identify the implications for the future delivery of your unit’s services.

G. Summarize your unit’s strategies and accomplishments that have fostered a climate in which diversity is recognized and valued:

H. List your anticipated goals for 2007-2008 based on the findings of this year’s 2006-2007 Program Review:
I. Identify your unit’s needs and recommendations for 2006-2007 (including staffing, equipment, etc.):

J. Identify notable individual accomplishments in 2006-2007 (optional):

K. Provide a brief two or three sentence description of your unit’s key accomplishments for possible use in the “2006-2007 Student Services Key Accomplishments” publication.

L. Additional comments: