CHECKLIST FOR PROGRAM REVIEW—STUDENT DEVELOPMENT
Use this checklist to ensure that your program review covers all the required areas as listed in the Self-Study Framework.

Context Section
- Department’s mission and function statement (revised if needed)
- Status of goals, objectives, and action plans from previous program review.

Current Status Section
- Recent developments affecting unit’s capacity to provide educational services to students
- Discussion of recent student satisfaction surveys of department services
- Discussion of current staffing and student demand

Link to Strategic Plan
- Steps taken to improve student learning outcomes
- Steps taken to improve department services to students
- Discussion of working environment

Optional Sections
- Discussion of status of facilities
- Utilization of technology by faculty
- Equipment and supplies

Six Year Plan
- Major department goals and objectives
- Proposed action plans to address goals and objectives
- Include a matrix/grid that shows department’s six year plan

Other Items
- Describe the scope of participation of all faculty and staff in the review process
- Include a signoff sheet with signature of the Dean
- Forward five copies of the report to the Office of Research, Planning and Grants
- Forward one copy to the Vice Chancellor for Student Development