

Academic Support Program Review Template

Academic Year:

Unit/Department:

Dean/Department Head:

- I. **Unit description (refer to the academic support program review guide on page 4 to address the key components)**

Overview of the unit's (mission statement, goals and objectives, and measures that the unit uses to assess its progress toward the goals)

Provide a description of the unit's resources

Provide a description of the unit's effectiveness

Provide a description of the unit's compliance with policies and procedures

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Provide a description of the relationships with other units/departments

Provide a description of the unit's strengths, challenges, and threats?

- II. External Review Feedback and recommendations (This section will include the external reviewer's report- the unit's strengths, areas for improvement, and the external reviewer's recommendations)**

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Plan of Action – This section will include the external reviewer’s recommendation, specific actions for the unit to take to achieve the goals, resources needed, person(s) responsible, and *evidence of impact.

Action Plan		
Academic Support Unit:		
Recommendations:		
Improvement Strategies:		
Timeline:		
Action Steps	Person(s) Responsible	Resources/Funding needed
1.	1.	1.
2.	2.	2.
3.	3.	3.
Impact on Unit Improvements		
*Complete this section two years after the program review is conducted.		
Evidence of Impact <i>(Provide a description of the improvements that have impacted the unit)</i>		