NON-ACADEMIC PROGRAM REVIEW TEMPLATE

|  |  |  |
| --- | --- | --- |
|  | CheckBox | Instructions:As you are reading the program review please check off categories where the expectations are met. Please identify at least three or four commendations and the same number or less recommendations. A recommendation is an area that needs immediate attention and should be addressed in the MOU. If the dimension was met very well, please consider writing a commendation. You can check off both meets expectations and a commendation or recommendation. |
|  |

**Background**

|  |
| --- |
|  |
| PROGRAM HISTORY |
| Meets Expectations |  | History of the program is clearly articulated |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| OUTSIDE COMMUNITIES |
| Meets Expectations |  | Program actively engages outside University communities |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| TRENDS |
| Meets Expectations |  | Outside trends are analyzed with program providing proactive response |
| Commendations |  |  |
| Recommendations |  |  |
|  |

**Meaning of the Program: Mission, Goals, Outcomes**

|  |
| --- |
|  |
| MISSION STATEMENT |
| Meets Expectations |  | Mission statement is clearly expressed |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| PROGRAM LEARNING OUTCOMES (PLOs) |
| Meets Expectations |  | Program learning outcomes are understandable, measurable, and attainable |
| Commendations |  |  |
| Recommendations |  |  |
| STUDENT LEARNING (SLOs) |
| Meets Expectations |  | Student learning outcomes are understandable, measurable, and attainable |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| MISSION, GOALS, OUTCOMES, AND THE UNIVERSITY MISSION |
| Meets Expectations |  | Program provides evidence aligning program goals, PLOs, and SLOs with the University mission |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| MISSION, GOALS, OUTCOMES, AND MEANING |
| Meets Expectations |  | Program delineates how the program’s mission, PLOs, and SLOs add meaning to Pepperdine’s degrees |
| Commendations |  |  |
| Recommendations |  |  |

**Quality and Viability of the Program**

|  |
| --- |
| SERVICES |
| Meets Expectations |  | Program supplies list of services with rationale |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| PROGRAM REVIEW CHANGES |
| Meets Expectations |  | Program articulates changes made since last program review with rationale for changes |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| BENCHMARKING |
| Meets Expectation |  | Program compares benchmarking data with peer and aspirational schools and provides analysis |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| STUDENT TRENDS |
| Meets Expectations |  | Program provides number of students utilizing service and analyzes trends. Disaggregated data has been examined |
| Commendations |  |  |
| Recommendations |  |  |

|  |
| --- |
|  |
| STUDENT FEEDBACK |
| Meets Expectations |  | Program describes how it obtains student feedback; program demonstrates that it analyzes the data it receives |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| REFLECTION |
| Meets Expectations |  | Program provides deep reflection on services offered |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| SUSTAINABILITY |
| Meets Expectations |  | Program analyzes services and supplies evidence supporting programmatic change |
| Commendations |  |  |
| Recommendations |  |  |

**INTEGRITY OF THE PROGRAM**

|  |
| --- |
| EVALUATION |
| Meets Expectations |  | Program provides links to each year’s evaluation of SLOs |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| GRADUATION AND RETENTION RATES |
| Meets Expectations |  | Program supplies evidence of student success through graduation and retention rates |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| ALUMIN |
| Meets Expectations |  | Program reports on alumni success |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| NATIONAL STUDENT SURVEYS |
| Meets Expectations |  | Program provides sufficient number of national surveys |
| Commendations |  |  |
| Recommendations |  |  |

|  |
| --- |
|  |
| STRENGTHS AND AREAS OF GROWTH |
| Meets Expectations |  | Program holistically assesses student utilization of services, identifying strengths and areas for growth |
| Commendations |  |  |
| Recommendations |  |  |

**Allocation of Resources**

|  |
| --- |
| PROFESSIONAL STAFF SUPPORT |
| Meets Expectations |  | Professional Staff checklist has been completed, offering suggestions for any “no” answers |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| INFORMATION AND TECHNOLOGY RESOURCES |
| Meets Expectations |  | Information and technology resources checklist has been completed, offering suggestions for any “no” answers |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| FACILITIES |
| Meets Expectations |  | Facilities checklist has been completed, offering suggestions for any “no” answers |
| Commendations |  |  |
| Recommendations |  |  |

**Summary, Reflections, and Plans for the Future**

|  |
| --- |
| SUMMARY |
| Meets Expectations |  | Program thoughtfully summarizes findings |
| Commendations |  |  |
| Recommendations |  |  |
|  |
| PROGRAM CHANGE |
| Meets Expectations |  | Program specifically details any changes that will be made in the next 5-7 years with rationale |
| Commendations |  |  |
| Recommendations |  |  |