# STUDENT AFFAIRS PROGRAM REVIEW FINAL REPORT GUIDELINES

### A. INTRODUCTION/OVERVIEW

Brief summary of process followed, including timeline and Committee membership

# B. PROGRAM REVIEW

The main body of the program review report should integrate information from the self-assessment, student and faculty surveys, any campus interviews which may have been done, the Committee's own observations and conclusions, as well as any other available sources. The report should be organized as follows:

Rights and Responsibilities of Students
Administration
Institutional Relationships
Health Promotion/Health Protection, and Disease Prevention Services
Quality of Care Provided
Health Records
Health Education Services
Professional Development
Facilities and Environment
Immediate/Urgent Care Services

Each section should be divided into two sub-sections:

- (1) <u>Summary</u> (including introductory comments as appropriate, strengths, and weaknesses/areas for improvement)
- (2) <u>Recommendations</u> (should be divided into campus-specific recommendations and college-wide recommendations)

## C. CONCLUDING REMARKS

#### D. <u>APPENDICES</u>

Cumulative list of all campus-specific recommendations Cumulative list of all college-wide recommendations Survey instruments and survey results Area self-assessment