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**University of North Alabama
Student Affairs Review Guidelines**

1. Title Page

- a) Name of Department/Area
- b) Name and Signature of Director/Vice President
- c) Date of Report

2. Status of Area

- Brief description of the national status of the department/area, including emerging issues and trends

3. Program

- Brief overview of department/area
- Mission statement for the department/area: Reference its relationship to institutional mission, as well as state priorities where appropriate
- Goals and objectives of the department/area, and assessment of department/area performance
- Governance structure of the department/area

4. Department/Area Evaluation

- Describe briefly the means of assessment, and recent improvements based on the results of such assessment. Means of assessing outcomes should be based on standard assessment measures within the department/area
- Describe briefly the department/area's continuous improvement plan utilized to assess and improve the department/area on an on-going basis. Summarize improvements made as a result of the continuous improvement plan
- Provided a brief analysis of those areas in need of improvement and delineate an action plan for improvement in these areas

5. Facilities and Resources - Address the adequacy of resources and support services to address the goals and objectives of the department/area.

- Equipment
- Space
- Support personnel

6. Achievements

- Department/Area achievements
- Staff achievements
- Grants and other funds generated by department/area
- Other awards and distinctions

7. Responses to Previous Review Recommendations

- Itemize each major recommendation and state the response
- Summarize how previous review results have been used to inform any of the following that apply: The refinement of mission and goals/ objectives; planning, development and improvement; and budgeting decisions

8. Vision and Plans for the Future of the area

- Provide a vision statement of where the department/area would like to be in five years; assuming only costs to continue, with no additional state resources

- Provide a vision statement of where the department/area would like the program to be in five years, if additional state resources are available

9. Program Overview

- Brief overview of program
- Mission statement for the program: Reference its relationship to college and institutional mission, as well as state priorities where appropriate
- Goals and objectives of the program relative to teaching, research and public service, and assessment of program performance in relation to them
- Student Learning Outcomes of the program: Student learning outcomes should identify the broad skill area students should master as a result of the program by the time they graduate. *A matrix indicating which areas address each of the outcomes identified may be included*
- Governance structure of the program
- Involvement of external constituents in establishing goals, objectives, learning outcome and curriculum

10. Program Evaluation

- Describe briefly the means of assessing student learning outcomes, results or the assessment/s, and recent improvements based on the results of such assessment/s. Means of assessing outcomes may include but are not limited to standardized tests, capstone course/program examinations, analyses of theses, portfolios and recitals
- Describe briefly the department's continuous improvement plan utilized to assess and improve the program on an on-going basis. Summarize improvements made as a result of the continuous improvement plan

11. Unit Recommendations

- Identify recommendations for improvement of the department/area
 - a) Recommendations for changes, which are within the control of the department/area, if appropriate
 - b) Recommendations for changes that require action at the Vice President, Provost, or higher levels.