APPENDIX I

Template for Executive Summary

Program Review for ____________________________

Fiscal Year ______

Unit Mission- Describe alignment with University Mission

Unit Goals and Objectives- Briefly describe Attainment/Lack of Attainment of Previous Goals/Objectives

Statistical Information – Explain Enrollment/Usage Trends and Cost of Operation

Student Learning Outcomes (If applicable)- Briefly describe Student Learning Outcomes, Assessment Methods, Results, Implementation of Changes to Increase Student Learning

Unit's Major Strengths — Summarize accomplishments of the unit highlighting actions that support the University Strategic Plan.

Unit's Major Weaknesses — Summarize the weaknesses and what actions will be taken to resolve the issues

Proposed Changes for the Future — Summarize what short and long term goals have been developed for the unit along with the estimated costs associated.