

**SELF-ASSESSMENT REPORT: PROGRAM**

**YEAR**



**YEAR Self-Assessment Overview: PROGRAM**

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| **Report Overview** |
| This report documents the findings and recommendations which emerged for **PROGRAM** in 2018 through the self-assessment process recommended by the Council for Advancement of Standards (CAS) in Higher Education.* The “**Overview**”section (pages X-X) includes a description of the self-assessment process and an overview of the evidence reviewed by the self-assessment team.
* The “**Findings**” section (pages X-X) includes a description of each assessment standard and the ratings, summaries, and recommendations for each standard developed by the self-assessment team.
* The “**Recommendations**” section (pages X-X) includes a list of action items developed based on the recommendations and prioritized according to the ratings of the self-assessment team.
* The “**Summary**”section (pages X-X) includes a brief narrative description of the findings and recommendations which emerged through the self-assessment process.
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| **Process Overview** |
| The self-assessment process was conducted according to the CAS Self-Assessment Guide for PROGRAM GUIDE. A self-assessment team was assembled consisting of program leaders, program staff, student staff, and institutional stakeholders. The self-assessment team evaluated evidence and engaged in discussion with additional program staff to gain a detailed understanding of the activities, resources, and staffing of the program, and then assigned ratings and made recommendations for each of the standards defined by CAS.Ratings were assigned relative to each standard according to the following scale:

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| **DNA** | **IE** | **0** | **1** | **2** | **3** |
| Does Not Apply | Insufficient Evidence | Does Not Meet | Partially Meets | Meets | Exceeds |

Recommendations were made relative to each standard based on the evidence provided and the criterion measures for each standard. Feedback from additional program staff was collected and incorporated prior to prioritizing recommendations based on team ratings and assigning staff leads for implementation of each. Recommendations were categorized based on assigned priority levels with corresponding timelines according to the following scale:

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| **Low Priority** | **Medium Priority** | **High Priority** |
| 18-24 months | 12-18 months | 6-12 months |

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| **Evidence Overview** |
| **Standard** | **Evidence Reviewed** |
| **1. Mission** | * Bulleted list…
 |
| **2. Program and Services** |  |
| **3. Student Learning, Development, and Success** |  |
| **4. Assessment** |  |
| **5. Access, Equity, Diversity, and Inclusion** |  |
| **6. Leadership, Management, and Supervision** |  |
| **7. Human Resources** |  |
| **8. Collaboration and Communication** |  |
| **9. Ethics, Law, and Policy** |  |
| **10. Financial Resources** |  |
| **11. Technology** |  |
| **12. Facilities and Infrastructure** |  |

*Note: All evidence files can be found in the appendix of this report.*

**YEAR Self-Assessment Findings: PROGRAM**

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| **Standard** | **Team Rating & Summary** | **Team Recommendations** |
| Part 1: Mission |
| **1.1 Programs and Services Mission**• Standard bulleted list… | **# – Rating*** Summary…
 | **Recommendation(s):*** Recommendations, if any
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| Part 2: Program and Services |
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| Part 3: Student Learning, Development, and Success |
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| Part 4: Assessment |
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| Part 5: Access, Equity, Diversity, and Inclusion |
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| Part 6: Leadership, Management, and Supervision |
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| Part 7: Human Resources |
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| Part 8: Collaboration and Communication |
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| Part 9: Ethics, Law, and Policy |
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| Part 10: Financial Resources |
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| Part 11: Technology |
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| Part 12: Facilities and Infrastructure |
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**YEAR Self-Assessment Recommendations: Career Services**

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| **High Priority: 6-12 months** |
| **#** | **Action Item** | **Related Standard(s)** | **Staff Lead(s)** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **Medium Priority: 12-18 months** |
| **#** | **Action Item** | **Related Standard(s)** | **Staff Lead(s)** |
| **11.** |  |  |  |
| **12.** |  |  |  |
| **13.** |  |  |  |
| **Low Priority: 18-24 months** |
| **#** | **Action Item(s)** | **Related Standard(s)** | **Staff Lead(s)** |
| **21.** |  |  |  |
| **22.** |  |  |  |
| **23.** |  |  |  |

**YEAR Self-Assessment Summary: PROGRAM**

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| **Report Summary** |
| * Brief summary of program mission and services
* Brief summary of commendations and exceptional efforts from team summary
* Brief summary of action plan items from recommendations
* Acknowledgement of action plan timeline and intention to reassess at end of assessment cycle
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