



**Academic Support Assessment Project
External Review Summary Sheet**

Program: _____

Date of Review: _____

Reviewer(s): _____

Instructions: This summary sheet will assist you with identifying key areas (strengths and improvements needed) to address in your final report. Please complete this summary within one month of your site visit and email to igirton@oxy.edu.

Please rate the following program review criteria using the following scale:

E = Exemplary **S**=Satisfactory **N**=Needs Improvement **U**=Unclear/need more information **N/A**

1. Mission and goals		Evaluation E, S, N, U, N/A
1.1	The program’s mission effectively conveys the program’s purpose(s).	
1.2	Program goals outline an effective strategy to accomplish its mission and facilitate student learning.	
1.3	Program goals are assessed systematically and results are shared among colleagues and with participants.	
1.4	Do you recommend any changes to the program’s mission and/or goals? If so, please explain and advise.	
2. Program learning outcomes		Evaluation E, S, N, U, N/A
2.1	Learning outcomes are measurable and clearly tied to the program’s goals.	
2.2	Learning outcomes are focused on measurable behavior rather than a process or activity.	

2.3	Learning outcomes reflect the appropriate level of knowledge of participants.	
2.4	The program has a plan in place to ensure that learning outcomes are evaluated regularly.	
2.5	Program documents and promotion convey measurable learning outcomes to potential participants and the College community.	
2.6	Do you recommend any changes to enhance student achievement or program assessment of the learning outcomes? If so, please explain and advise.	
3. Meeting needs of students		Evaluation E, S, N, U, N/A
3.1	Participants are adequately prepared for the activities in which they engage.	
3.2	The program delivers the knowledge and skills intended by its planners.	
3.3	The program encourages appropriate and meaningful collaboration among faculty/staff and students.	
3.4	Do you recommend any changes to improve student experiences and learning environment? If so, please explain and advise.	
4. Program administration		Evaluation E, S, N, U, N/A
4.1	The program director has sufficient time to carry out administrative duties.	
4.2	The program's structure is flexible enough to allow for innovation in content.	
4.3	Program resources are current and adequate to meet student and faculty needs.	
4.4	The program has accurately identified and prioritized the program's most pressing resource needs.	
4.5	The program's student recruitment and retention processes are adequate.	
4.6	Overall program administration is efficient, effective and meets professional standards.	
4.7	Do you recommend any changes to strengthen the program's current administration, support, and resources? If so, please explain and advise.	
5. Program staff		Evaluation E, S, N, U, N/A
5.1	Program staff are engaged with their responsibilities and functions.	

5.2	Staff have sufficient opportunities to interact and share experiences.	
5.3	Student workers are included in the program planning process (if applicable)	
5.4	There are ample opportunities to work closely with a range of students.	
5.5	The program's workload is shared or distributed equitably.	
5.6	The program's support personnel is sufficient to implement the program's content.	
5.7	Do you recommend additional support to enhance program quality and student learning? If so, please explain and advise.	
6. Mission and diversity		Evaluation E, S, N, U, N/A
6.1	The program content reflects the College's commitment to diversity	
6.2	Program planners gather participant data to determine the ethnic, racial, and gender profile of students served and relative to the Oxy student body.	
6.3	Program planners implement strategies to recruit and retain students who are not traditionally attracted to the program.	
6.4	Do you recommend changes to the commitment of diversity? If so, please explain and advise.	
7. Cultural competence		Evaluation E, S, N, U, N/A
7.1	Program offerings give participants a broad perspective on their own culture and on other cultures.	
7.2	Do you recommend changes in ways the program offerings could be expanded to include important topics and social issues? If so, please explain and advise.	
8. Collaboration and referral		Evaluation E, S, N, U, N/A
8.1	Program staff are knowledgeable about the purposes and functions of other departments and programs at the College.	
8.2	The program adapts to support and collaborate with other departments or programs at the College.	
8.3	Program staff are knowledgeable about appropriate resources and support services off campus.	
8.4	Do you recommend changes in ways collaboration between the program and internal and/or external resources could be established or enhanced? If so, please explain and advise.	
9. Technology		Evaluation E, S, N, U, N/A
9.1	The program's existing technology resources (e.g., computers, software, equipment) are sufficient to achieve its goals and learning outcomes.	
9.2	Technology is adaptable to the ways students learn.	

9.3	Do you recommend improvements in the program's existing technology resources? If so, please explain and advise.	
10. Physical facilities		Evaluation E, S, N, U, N/A
10.1	The program's mission and/or goals are facilitated by its physical facilities and furnishings.	
10.2	Do you recommend improvements in the program's use of space and furnishings? If so, please explain and advise.	
11. Looking to the future		Evaluation E, S, N, U, N/A
11.1	The program has a viable strategic plan that will guide its development over the next 5-10 years.	
11.2	The program makes use of assessment results, institutional research data, and other information obtained from students/alumni/employers as the basis of its proposed improvements.	
11.3	The program's self study proposes changes that are responsive to the program's mission, goals, and learning outcomes.	
11.4	Do you recommend changes to the program's self study results? If so, please explain and advise.	
12. Overall program summary		
12.1	What are the major strengths and weaknesses of the program? Please identify the evidence that supports your answer.	
12.2	What goals would you suggest the program set for the next five years (please list in order of priority, the most important goal first) and how do these comport with those identified in the self study? Please identify the evidence that supports your answer.	
12.3	Considering budget constraints, what are the most realistic and important strategies the program can use to achieve the highest priority goals?	
12.4	What goals would require additional resources? What level of resources would these goals require? How might the program secure these resources?	
12.5	Finally, please restate your major recommendations here.	