



Co-Curricular and Student Support Program Review

DUE DATE: November 21, 2018

The HLC Criteria for Accreditation, specifically Core Component 4.A, require institutions to maintain a “practice of regular program review¹” as one component for ensuring the quality of our educational programs and evaluating our effectiveness in achieving our stated student learning outcomes. For academic units, “Program” means an academic School.

Department/Unit:	
Supervisor:	
Individuals contributing to the Program Review Report:	

Guidelines for Completing the Co-Curricular and Student Support Program Review

Provide a brief narrative answer and supporting documentation related to each prompt where possible.

¹ <https://www.hlcommission.org/Policies/criteria-and-core-components.html>

Co-Curricular and Student Support

Mission and Goals

1. Provide the Unit's mission statement and explain its connection to the University mission.

Type response here.

2. List the Unit-level goals and explain how they support and connect to the CAFE Master Goals of the Strategic Plan.

<https://www.lssu.edu/wp-content/uploads/2018/09/2018-2023-LSSU-Strategic-Plan.pdf>

Type response here.

Explain how the Unit works to address each of the following questions. For each question, respond with a narrative, supporting examples, and supporting evidence.

Quality Resources and Support (CC 3.D)

3. Explain how the Unit ensures that staff members providing support services, and co-curricular activities are appropriately qualified, trained and supported in professional development.

Type response here.

4. Explain how Unit the Unit ensures that services and activities are suited to the needs of the students, effective, and support all students in their educational pursuits

Type response here.

5. Explain how co-curricular programs contribute to the educational experience and help fulfil claims of an enriched educational environment.

Type response here.

Assessment (CC 4.B and CC 4.C)

Explain how the Unit uses assessment to promote ongoing growth and improvement

6. Attach the Unit's four-column assessment report demonstrating the assessment plan and use of findings.
7. Describe how results from assessment have been used to improve your Unit. Include specific examples.

Type response here.

8. In addition to LSSU's campus-wide programs designed to support retention and degree completion, list any additional activities of the Unit specifically intended to increase retention and degree completion.

Type response here.

Resources (CC 5.A and CC 5.C).

9. Describe how the Unit has linked processes for assessment of student learning, evaluation of operations, planning and budgeting.

Type response here.

10. Identify examples of how the Unit has considered internal and external constituent groups in planning to address capacity, challenges and emerging factors.

Type response here.

Appendix Cover Sheet

Use a copy of this cover sheet for each document submitted. Evidence supporting the questions and narratives does *not* need to be electronically added to this Program Review form. One option is to use this cover sheet to add content to directly this Word document. A second option is to submit separate documents along with the form, also using this cover sheet for each document provided.

Send email with supporting documentation to: TRACDAT@lssu.edu, with a cc to your dean, or submit as a hardcopy to your dean.

School:	
Document Title (if attached) or Filename (if emailed):	
This documentation is relevant to Question number:	
Briefly summarize the content of the file and its value as evidence supporting program review:	