STUDENT AFFAIRS PROGRAM REVIEW PROCESS

**Assemble Internal Review Team**
- Department director (self-study team coordinator) assembles an internal work team using CAS Standards or appropriate standards to complete a self-assessment
- Gather necessary documentation to support review

**Conduct Ratings**
- Review standards and guidelines, discuss rating scale
- Team rates each criterion and gains consensus

**Complete SAG and Work Forms**
- Respond to overview questions
- Identify areas of strength and weakness for department or program
- Complete self-assessment guide (SAG) and work forms A-C

**Share Findings**
- Share completed SAG, with documentation, and work forms with VC for Student Affairs (or direct supervisor), Assessment Council liaison, and external (external to the University) review team members once team is assembled

**Assemble External Review Team**
- Self-study team coordinator assembles work team in collaboration with direct supervisor through a professional association or by contacting colleagues in the state or region
- Secure contract, schedule campus visit and constituent meetings
Conduct Review
• External review team conducts a thorough evaluation of program and/or department
• External review team meets with various constituents and constituent groups

Prepare Final Report
• External review team summarizes the review team visit and program recommendations in a final report
• Report is shared with VC for Student Affairs (or direct supervisor), Assessment Council liaison, and self-study team coordinator

Complete Action Plan
• Based on internal and external review, self-study team coordinator completes a self-study executive summary including an action plan, and goes through appropriate channels to request resources needed for program enhancements

Close the Loop
• Self-study team coordinator completes a Status Report up to 18 months following self-study to document progress toward recommendations to VC for Student Affairs (or direct supervisor) and Assessment Council