# **TEMPLATE**

# **EXECUTIVE SUMMARY**

1. Program Review for \_
2. Fiscal Year \_
3. Unit Mission-Describe alignment with University Mission
4. Unit Goals and Objectives- Briefly describe Attainment/Lack of Attainment of Previous Goals/Objectives
5. Statistical Information -Explain Enrollment/Usage Trends and Cost of Operation
6. Student Learning Outcomes (If applicable)-Briefly describe Student Learning Outcomes, Assessment Methods, Results, Implementation of Changes to Increase Student Learning
7. Unit's Major Strengths –Summarize accomplishments of the unit highlighting actions that support the University Strategic Plan.
8. Unit's Major Weaknesses –Summarize the weaknesses and what actions will be taken to resolve the issues
9. Proposed Changes for the Future –Summarize what short- and long-term goals have been developed for the unit along with the estimated costs associated.