

## STUDENT AFFAIRS PROGRAM REVIEW FINAL REPORT GUIDELINES

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Brief summary of process followed, including timeline and Committee membership

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The main body of the program review report should integrate information from the self-assessment, student and faculty surveys, any campus interviews which may have been done, the Committee's own observations and conclusions, as well as any other available sources. The report should be organized as follows:

- Rights and Responsibilities of Students
- Administration
- Institutional Relationships
- Health Promotion/Health Protection, and Disease Prevention Services
- Quality of Care Provided
- Health Records
- Health Education Services
- Professional Development
- Facilities and Environment
- Immediate/Urgent Care Services

Each section should be divided into two sub-sections:

- (1) Summary (including introductory comments as appropriate, strengths, and weaknesses/areas for improvement)
- (2) Recommendations (should be divided into campus-specific recommendations and college-wide recommendations)

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- Cumulative list of all campus-specific recommendations
- Cumulative list of all college-wide recommendations
- Survey instruments and survey results
- Area self-assessment

June, 1999