



**NON-ACADEMIC
DEPARTMENTAL REVIEW
TEMPLATE**

May 2019

STUDENT ACTIVITIES



Non-Academic Departmental Review Self-Study

Department: Student Activities

Department Head: Lauren Rockhold

Submitted by:

Submission Date:

INSTRUCTIONS:

Complete this form using department documentation and your own observations. This self-study is designed to be a narrative document and all responses to questions should be supported by rationale, explanation and or specific documentation.

All documentation provided for the Non-Academic Departmental Review Self-Study should include the previous five years, beginning with the 2014-2015 academic year.

Adapted from Azusa Pacific University, Arizona State University, & Tyler Junior College, 2017.

TABLE OF CONTENTS

1: Non-Academic Departmental Review Participants	3
2: Departmental Profile	3
A. Mission/Purpose	3
B. Human Resources	3
C. Description of the Department and the Customers/Clients Served	6
3: Departmental Resources	7
4: Departmental Innovation	7
5: Outcomes, Assessment Measures, Targets of Achievement, and Prior Results	9
6: Additional Comments	12
7: Executive Summary	12
8: Departmental Action Plan (with timelines for recommendations)	15
9: Signature Page and Archiving	17

1: Non-Academic Departmental Review Participants

List the names of **your department personnel** who contributed to the writing of this report and their position/association within your department.

Name	Association
Lauren Rockhold	Student Activities, Intramurals, and Student Government Association

Adapted from Azusa Pacific University, Arizona State University, & Tyler Junior College, 2017.

2: Departmental Profile

A. Mission/Purpose

1. What is the mission of the department and how does it align with the institutional mission and other strategic priorities?

Student Activities serves as opportunity to become involved on the GCCC campus and to create lasting and impactful change for Garden City Community College. Student Activities promotes an environment of inclusion and communication, allowing students the opportunity to grow leadership skills to propel them forward in future local and global endeavors.

B. Human Resources

Combine all Sub-units for analysis.

1. How does the department assure that all personnel are qualified for their position?

The clubs that encompass Student Activities are student ran organizations. The Student Activities Coordinator and Student Government to ensure all resources are utilized effectively and the clubs are serving the student body supervise all clubs.

2. Include an organizational chart with names and titles.

Academic Challenge- Jean Ferguson and Cody Cundiff
 Art Club- Brian McCallum or Michael Knutson
 Association of Nursing Students- Tracy Lamb
 Athletics- Colin Lamb
 Athletic Trainers- TJ Horton
 Block and Bridle- Clint Alexander
 Chess Club- Ron Carlson

Computer Science Club- Ron Carlson
 Choir/Vocal Music- Clay Wright
 College Players Club- Phil Hoke
 Criminal Justice Competition Team- Brandy Unruh and Gary Kuenstler
 Farm Bureau Collegiate Program- Cindy VenJohn
 GC3 Media- Daniel Reyes
 HALO- Mela Vigil, Samantha Garcia, Johana Gonzalez, Velia Mendoza
 International Club- Susan Miller
 Intramurals- Lauren Rockhold
 Meat Judging Team- Clint Alexander
 Phi Theta Kappa- Winsom Lamb and Lachele Greathouse
 Student Activities Committee- Lauren Rockhold
 Student Government Association- Lauren Rockhold
 Science and Math Club- Nicole Dick
 Tau Epsilon Lambda- Brandy Unruh and Gary Kuenstler
 Black Student Union- inactive, sponsor unknown since not recorded

3. List departmental, divisional, College, professional, or community committee or board activities and leadership roles, if applicable, of each full-time employee for the past **five** years.

Academic Challenge- Angel Tree Donations and attend competitions, Trivia games at various events, Help with Hispanic Student Day
 Art Club- Help with Casino Night, help with Big Brother Big Sisters, travel to art shows, Henna Tattoos, Earth Day Clean-up
 Association of Nursing Students- Pinning ceremony, recruitment luncheons, thank-you trays for clinical sites, assist with Blood Drive
 Athletic Trainers- Pink Out for Breast Cancer Awareness, massages at the end of the year, help with the blood drive
 Block and Bridle- Meat fundraisers, travel to contests, donate meat for school events, Friends of the Farm, cook for sports teams over holidays and breaks
 Chess Club- hosted several practice games over the semester, teaches students how to play chess
 Computer Science Club- produce 3D printed materials, train students on how to operate 3D printers
 Choir/Vocal Music-
 College Players Club- Attend Kennedy Center American College Theater Festival, multiple theater productions, Constitution Day
 Criminal Justice Competition Team- Brandy Unruh and Gary Kuenstler
 Farm Bureau Collegiate Program- competitions, conferences, Fill-a-Ford, help with freshman orientation
 GC3 Media- Homecoming week photobooth, cover all on-campus events, produce the Silhouette and Breakaway
 HALO- Hispanic Student Day, Book loan program, Campus Fiesta Celebration, helped with Phon-a-thon, Day of Dead events, bake sales, Blood Drive, Cinco De

Mayo Celebration, Downtown Fiesta Parade, Valentine's Day delivery, Easter Bunny visits, car wash, field trips, Earth Day Clean-up
 International Club- new club, no activities planned yet
 Intramurals- Basketball tournaments, kickball tournaments, ping pong tournaments, pool tournaments, volleyball tournaments, video game tournaments, Superbowl Watch Party, booth at Carnival Night
 Phi Theta Kappa- Big Brothers Big Sisters, help with Blood Drive, induction ceremonies, help with MLK Jr. Ceremony, travel to regional and national conferences,
 Student Activities Committee- Make-it Take-it Tuesday events, booth at Carnival Night, Easter Egg Hunt, make your own s'mores, tie-dye shirts, grocery bingo, beat the Monday blues events, smoothies and skincare
 Student Government Association- Martin Luther King Jr. Ceremony, 9/11 Ceremony, River Clean-up, attend APCA, Casino Night, Earth Day, Buster Bikes, Suicide Awareness Day, Make-it Take-it Events, Homecoming Week, Blood Drive, massages for finals week, sponsor Pink Out night, Red Flag Campaign
 Science and Math Club- Trip to salt mines, Solar Eclipse watch party, produce hover cars, speaker Brian McClendon, 3D printers
 Tau Epsilon Lambda- Exploration Day, Blood Drive, Earth Day, Constitution Day, Orientation, personal awareness and safety classes, recruitment events at local high schools, mock disaster drills, Endowment Phone-a-thon, Endowment Auction, Tumbleweed Festival, traffic control at GCCC football games, Ride for the Future, Big Brothers Big Sisters

4. List names and anticipated dates of retirement (month, year) within the next five years.

N/A

5. How are the results of employee evaluations used in identifying professional development needs?

Student Government Association and the Student Activities Coordinator conducts allocation appointments with each student club every spring semester. In these meetings, the clubs discuss their performance through the past year and address extra funding needs or additional requests such as professional development and travel needs. There is also a separate budget set aside for student club travel. If an organization needs additional funding for professional development, they can request this through Student Government and the Student Activities Coordinator.

6. What department-specific professional development opportunities are offered/provided by the department?

Each club is responsible for seeking out professional development opportunities that will apply to the clubs' mission. Student Activities does not offer professional development, but it is always encouraged if a club finds an opportunity.

7. Show evidence that employees have continued their professional development by attaching a list of current full-time employees who participated in professional development activities during the past **five** years, and those activities.

Academic Challenge- Angel Tree Donations and attend competitions

Art Club- attend multiple art galleries and travel to art shows

College Players Club- Attend National Competitions

GC3 Media- Attend media conferences in New York City and Washington DC

HALO- travel to universities

Phi Theta Kappa- Attend the national conference each year

Student Government Association- Association for the Promotion of Campus Activities in 2018

Science and Math- attend conferences in Boston and Corpus Christi, attend Kansas State University's LSAMP conference

C. Description of the Department and the Customers/Clients Served

1. What are the key functions, processes and services provided by the department? Include production level data such as students/customers served, transactions processed, etc. Explain any compliance duties or responsibilities.

The key functions of each club are to provide experiences for students to grow individually, professionally, and socially. Each club seeks to educate students in their specialty areas. Each student organization gives students a chance to better the college and better themselves in a variety of ways. Each club has at least one faculty or staff sponsor to ensure the club is running properly. The club elects an executive board of GCCC students that makes decisions for the organization. Each club is required to have meetings and attend SGA bi-weekly meetings with a club report. Allocations are held at the end of the year by SGA. All organizations must attend to ensure funding for the upcoming year.

2. What impact do those services have on students and other key stakeholders? What are the department's enhancements to the institution?

The purpose of each club is to build member's social, professional, and individual skills and prepare them for their next step after GCCC. Each club should enhance the students' resume with essential skills that the student can utilize after they graduate. A student club should provide opportunities for students to become involved on campus. Student clubs help build essential skills identified by GCCC such as oral communication, critical thinking, diversity, social responsibility, and written communication. The student clubs extremely affect students by giving them a space to invest in the college and themselves.

3. Discuss how the department utilizes appropriate technology to provide services to its stakeholders.

A yearly survey is conducted in order to gain insight on the performance of each organization. Email is utilized to disperse information to the student body. Student Government and HALO have a Facebook page, which is used to update followers on the activity of the student group. GC3 Media utilizes Youtube to produce weekly episodes for students to learn about upcoming events at GCCC. GC3 Media also uses graphic design to capture students' attention.

4. Describe any existing continuous improvement activities.
Each club sponsor and executive team is responsible for providing continuous improvement activities.
5. Provide any other relevant information needed for a complete understanding of your department.

Each club operates independently and makes their own decisions. They are required to report to SGA for bi-weekly meetings and for additional funding requests throughout the year.

3: Departmental Resources

1. Describe the overall adequacy of resources (human, technological, capital, facilities, and fiscal) available to the department for providing effective service delivery and achieving outcomes. If additional resources are needed, please provide data and describe how those resources would improve services.
Currently there is adequate funding for the clubs, although budgets are becoming tighter. If funding is cut in the future, this could effect the efficiency of the clubs and the way they operate. As a department, each club could be better about capitalizing on technology to use it to our advantage. I feel like there is a significant amount of improvement we could do on this end.

Include documentation if requesting additional resources.

4: Departmental Innovation

1. Does the department engage in extracurricular activities as a service to the students and community (yes or no)?
Yes. Each club plans and executes programming and events based on the clubs' mission statement.

If yes, list activities and explain how they benefit the students and/or community (e.g. fliers, internal department documentation)

Academic Challenge- Angel Tree Donations and attend competitions, Trivia games at various events, Help with Hispanic Student Day

Art Club- Help with Casino Night, help with Big Brother Big Sisters, travel to art shows, Henna Tattoos, Earth Day Clean-up

Association of Nursing Students- Pinning ceremony, recruitment luncheons, thank-you trays for clinical sites, assist with Blood Drive

Athletic Trainers- Pink Out for Breast Cancer Awareness, massages at the end of the year, help with the blood drive

Block and Bridle- Meat fundraisers, travel to contests, donate meat for school events, Friends of the Farm, cook for sports teams over holidays and breaks

Chess Club- hosted several practice games over the semester, teaches students how to play chess

Computer Science Club- produce 3D printed materials, train students on how to operate 3D printers

Choir/Vocal Music-

College Players Club- Attend Kennedy Center American College Theater Festival, multiple theater productions, Constitution Day

Criminal Justice Competetion Team- Brandy Unruh and Gary Kuenstler

Farm Bureau Collegiate Program- competitions, conferences, Fill-a-Ford, help with freshman orientation

GC3 Media- Homecoming week photobooth, cover all on-campus events, produce the Silhouette and Breakaway

HALO- Hispanic Student Day, Book loan program, Campus Fiesta Celebration, helped with Phon-a-thon, Day of Dead events, bake sales, Blood Drive, Cinco De Mayo Celebration, Downtown Fiesta Parade, Valentine's Day delivery, Easter Bunny visits, car wash, field trips, Earth Day Clean-up

Intramurals- Basketball tournaments, kickball tournaments, ping pong tournaments, pool tournaments, volleyball tournaments, video game tournaments, Superbowl Watch Party, booth at Carnival Night

Phi Theta Kappa- Big Brothers Big Sisters, help with Blood Drive, induction ceremonies, help with MLK Jr. Ceremony, travel to regional and national conferences,

Student Activities Committee- Make-it Take-it Tuesday events, booth at Carnival Night, Easter Egg Hunt, make your own s'mores, tie-dye shirts, grocery bingo, beat the Monday blues events, smoothies and skincare

Student Government Association- Martin Luther King Jr. Ceremony, 9/11 Ceremony, River Clean-up, attend APCA, Casino Night, Earth Day, Buster Bikes, Suicide Awareness Day, Make-it Take-it Events, Homecoming Week, Blood Drive, massages for finals week, sponsor Pink Out night, Red Flag Campaign

Science and Math Club- Trip to salt mines, Solar Eclipse watch party, produce hover cars, speaker Brian McClendon, 3D printers

Tau Epsilon Lambda- Exploration Day, Blood Drive, Earth Day, Constitution Day, Orientation, personal awareness and safety classes, recruitment events at local high schools, mock disaster drills, Endowment Phone-a-thon, Endowment Auction, Tumbleweed Fesitval, traffic control at GCCC football games, Ride for the Future, Big Brothers Big Sisters

2. What innovative ideas have been incorporated into the operation of the department during the last five years? Discuss the results and provide documentation.

We are in the process of implementing program review processes for all of the student clubs. The data for this new process is unavailable at the moment, but will be accessible at the end of the 2019 summer semester and will be able to shed light on the effectiveness of each organization and enable each club to think critically about innovative ideas to move each club forward.

5: Outcomes, Assessment Measures, Targets of Achievement, and Prior Results

1. If data has previously been gathered, list the intended outcomes for the department for the past three years and cite the institutional Essential Skills and other Strategic Plan priorities that each outcome supports.

Each club is currently in the process of collecting this data. At the end of Summer 2019, each club should have a clear idea of what essential skills are used for each club. The Strategic Plan priorities currently do not apply to clubs and organizations. After the Summer 2019 semester, there should be an idea from each organization on what they would like to present to the Strategic Plan in order to get their ideas put into motion.

Here is an example of current data being collected by Student Activities, SGA, and Intramurals. I would like to see all clubs collecting and reporting similar data once the program review for the 2018-2019 academic year.

Student Activities Food Events:

Event Name:	Attendance:	Cost:	Cost Per Person:
Ice Cream Bar	158	\$400	\$2.53
Make Your Own S'mores	63	\$150	\$2.38
Donut Bar	101	\$250	\$2.48
Hot Chocolate and Cookies	76	\$200	\$2.63

Student Activities Make-it Take-it Events:

Event Name:	Attendance:	Cost:	Cost Per Person:
DIY Mugs	22	\$250	\$11.36
Tie Dye Shirts	58	\$400	\$6.89
Seasonal Wreath	12	\$200	\$16.67
Christmas Stocking	12	\$200	\$16.67
Tie Fleece Blanket	31	\$630	\$20.32
String Art	24	\$300	\$12.5
Paint by Number	23	\$400	\$17.39

Intramural Events:

Event Name:	Attendance:	Cost:	Cost Per Person:
Slip 'n Slide Kickball	12	\$150	\$12.5
Intramural Dodgeball	20	\$100	\$5
Costume Volleyball	15	\$75	\$5
Pool Tournament	12	\$0	\$0
4X4 Basketball Tournament	29	\$0	\$0

SGA Events:

Event Name:	Attendance:	Cost:	Cost Per Person:
World Suicide Prevention Day	Approx. 250	\$400	\$1.60
9/11 Observance	Approx. 150	\$100	\$0.67
Constitution Day	133	\$300	\$2.26
Homecoming Scavenger Hunt	Approx. 60	\$400	\$6.67
Mario Cart	15	\$500	\$33.33
Banana Split Bar	152	\$550	\$3.62
Homecoming Bonfire	Approx. 130	\$450	\$3.46
Martin Luther King Jr. Ceremony	Approx. 450	\$11,000	\$24.44

2. Describe the data gathering process and give results.

Each club in implementing program review. In this review, clubs were required to indicate two performance objectives that will take priority in the 2018-2019 academic year, along with two direct measures and an indirect measure. Also, clubs were required to indicate one student learning outcome with one direct measure and one indirect measure. This program review will help clubs think critically about the way the club operates and the effectiveness of the club. After the data is collected in Summer 2019, each club will be able to make important changes to the club. There is not official data yet, but is expected in Summer 2019.

3. Analyze the data by comparing the actual results to the targeted levels of achievement and document what was learned.

Not applicable until Summer 2019.

4. The department will gather feedback regarding expectations and performance from stakeholders through interviews, surveys, focus groups or other appropriate measures. This feedback shall be considered when selecting performance measures and when continuous improvement plans are developed. Describe what changes have been made in response to these measures.

Attach copies of any stakeholder survey results for your department.

Certain clubs will be administering surveys, interviews, and other measures in order to track success. This will not be available until the end of Summer 2019.

5. Use the results to develop a Continuous Improvement Plan for the department, improving efficiencies based on targeted outcomes. Include consideration for resources, processes, data collection, analysis and timelines for monitoring and assessing the results. List intended outcomes for the department that insure alignment with institutional Essential Skills and other strategic priorities.

For each outcome identify at least one method of measurement that will be used to assess progress toward the outcome. Assessment is strengthened when multiple measures are used. An assessment measure should provide meaningful, actionable data that the department can use to assess efficiency and improve processes.

Describe the target level of achievement for each measure. Levels of achievement shall be:

- Specific and measurable.
- Stated in numerical terms.
- Stated in realistic terms.
- Directly related to the outcome.
- Inclusive of all aspects of the outcome.
- Manageable and practical.

To demonstrate efficiency, determine if external or internal benchmarks are available for comparison.

6: Additional Comments

This space is for the department to add any additional comments to help clarify or explain its functions, if applicable.

It is hard to give an accurate representation of the way each club functions since there has not been proper documentation on these matters until recently. Also, it is difficult to give an accurate representation of the way each club functions day-to-day since each club is independent from one another and is student run, meaning the sponsors and student leaders fluctuate frequently.

With the implementation of program review and proper documentation of allocation reports, I hope to collect this data over the years and in 5 years be able to provide a more knowledgeable and comprehensive report of student clubs. I believe we are taking steps in the right direction, but currently, there is not enough data and information to provide a holistic representation of what has occurred in the past 5 years.

7: Executive Summary

1. Briefly describe how the department review was conducted:

I conducted the review based on the few documents that were left behind from the previous year I have been in this position as well as the few things I have learned about the clubs during the time I was not in this position. In the future, I will be able to provide a more extensive report by keeping all program reviews conducted from 2018-2019 and on. I will also keep allocation materials from clubs indicating funding, planned events, and resource requests. Since beginning proper data collection and storing information, it will help make this report serve as a better representation of student clubs.

2. Describe the MAJOR conclusions regarding the present state of the department:

We must continue to participate in program review and proper reporting on the activities of each club. By doing so, we are able to provide an accurate picture of how student clubs effect students and produce positive contributors to society. Each club must keep a running list of events held, professional development events attended, ongoing trainings, financial standing, and access to resources. Once this information is documented, we will have a better understanding of student clubs.

3. Briefly describe the goals and objectives of the department:

It is vital we continue with program review in order to continue to move our student organizations in the right direction. It is also a goal to begin to make lists of events, professional development events attended, ongoing trainings, financial standing, and access to resources to get a better idea of how to improve our organizations. Lastly, it is a goal to send out a student clubs survey to all students to gather students' feedback on how to improve student clubs at GCCC and gather data on the student clubs' performance over the past year.

4. Comment on the progress on previous Departmental Review Action Plans or Recommendations

Departments completing the review for the first time will not have these items and need not answer this question.

N/A

5. Describe the department strengths:

- The department does a great job of providing an abundance of activities to become involved in on campus.
- The advisors and students in the clubs are dedicated to the success of the club and GCCC.
- Each club is willing to step in and help one another with events.
- GCCC provides and extensive list of clubs for students to get involved in, each catering to a different demographic.
- Each club does an exceptional job educating students on their specific knowledge base and preparing students for the next step in their life.
- Each club develops students by using a variety of the essential skills.

6. Describe what areas need improvement:

- Student clubs must increase the documentation of events planned, professional development events attended, ongoing trainings, financial standing, and access to resources.
- Student clubs must increase their social media presence and the way they use technology.

- Student clubs must be persistent and thorough when completing program review in order to continuously improve the organization.
- Student clubs must prioritize collaboration with other student clubs and outside organizations to produce larger scale events and to reach a larger demographic.
- Student clubs should implement diversity training or programming to display awareness and knowledge of this essential skill.

7. State the recommendations for the department:

Immediate Goals:

As a department, allocations will become even more important and require more reporting from the organizations. During allocations at the end of the year, we will have to start requiring an extensive list of all events planned, financial standing, professional development, ongoing trainings, and access to resources.

Student clubs will see a push to expand their social media presence. This is up to the club on how they want to move forward, but I would love to see accessibility to students increase.

Student clubs will need to critically think about program review and ensure all the goals set by the organization are met. It should be a goal in the future to require student participation in these goals since these clubs are student ran.

Future Goals:

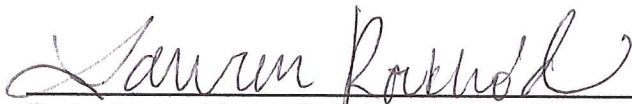
Student clubs should seek to collaborate more with on campus clubs, but also community entities. Students should seek out partners for events that make sense to the mission of the project. By doing so, this can increase our impact on the community and the college.

Student clubs should prioritize diversity in programming or training. Seek out events provided by the community or take a concept that is essential to the organization and build diversity events around it. We need to talk more about diversity at GCCC and the perfect place to start is with our clubs.

8: Departmental Action Plan (with timelines for recommendations)					
	Year 1	Year 2	Year 3	Year 4	Year 5
	Actions & Budget Implications	Actions & Budget Implications	Actions & Budget Implications	Actions & Budget Implications	Actions & Budget Implications
<p>Recommendation 1: Accurate and comprehensive reporting of activities and resources by student clubs</p> <p>Measure of Success: 95% of clubs attend allocations and accurately report all aspects of how the club has functioned over the past year.</p>	<p>Actions: Require allocations and put together a comprehensive form to fill out before allocations. Present this document to SGA and archive.</p> <p>Budget Implications: none</p> <p>Timeline: 2019 Spring Semester</p>	<p>Actions: Use similar form from previous year, but update based on feedback from previous year. Use 2019 information and require reflection from last year to this year to see clubs' progress.</p> <p>Budget Implications: none</p> <p>Timeline: 2020 Spring Semester</p>	<p>Actions: Require reflection from previous year to now. All events are reported with the month, approximate attendance, and quick reflection of event.</p> <p>Budget Implications: none</p> <p>Timeline: 2021 Spring Semester</p>	<p>Actions: Same as year 3. Notify sponsors and student leaders to begin report of the progress of organization from year 1-5.</p> <p>Budget Implications: none</p> <p>Timeline: 2022 Spring Semester</p>	<p>Actions: At allocations require same material as year 3 with the addition to a 5 year report. This report should indicate all progress from the past 5 years of the organization.</p> <p>Budget Implications: none</p> <p>Timeline: 2023 Spring Semester</p>
<p>Recommendation 2: Expand Social Media Presence</p> <p>Measure of Success: By year 3 all clubs will have one form of social media to connect to students</p>	<p>Actions: Indicate the need for social media and brainstorm with each club which platform might be the most beneficial for the club</p> <p>Budget Implications: none</p> <p>Timeline: Spring 2019</p>	<p>Actions: Implement social media for each organization</p> <p>Budget Implications: none</p> <p>Timeline: Spring 2020</p>	<p>Actions: Ensure regular posting on social media from each club</p> <p>Budget Implications: none</p> <p>Timeline: Spring 2021</p>	<p>Actions: Analyze need for additional platforms and the productivity of current social media</p> <p>Budget Implications: none</p> <p>Timeline: Spring 2022</p>	<p>Actions: cannot predict this far. Must determine how one form of social media is being utilized</p> <p>Budget Implications: Timeline:</p>
<p>Recommendation 3: Complete program review and set goals that will lead to club success</p> <p>Measure of Success: 100% of clubs are completing program reviews and collecting data by year 2</p>	<p>Actions: Complete first year of program review and analyze result to apply to next year.</p> <p>Budget Implications: additional program funding might be required to move program forward</p> <p>Timeline: Summer 2019</p>	<p>Actions: Complete second year of program review and reflect on how to improve the process to yield better data</p> <p>Budget Implications: additional program funding might be required to move program forward</p> <p>Timeline: Summer 2020</p>	<p>Actions: Same as year 2</p> <p>Budget Implications: additional program funding might be required to move program forward</p> <p>Timeline: Summer 2021</p>	<p>Actions: Same as year 2, but remind clubs that all program review materials will need to be used in 5 year report.</p> <p>Budget Implications: additional program funding might be required to move program forward</p> <p>Timeline: Summer 2022</p>	<p>Actions: Include program review in 5 year report from all clubs.</p> <p>Budget Implications: additional program funding might be required to move program forward</p> <p>Timeline: Summer 2023</p>

<p>Recommendation 4: Measure of Success:</p>	<p>Actions: Budget Implications: Timeline:</p>	<p>Actions: Budget Implications: Timeline:</p>	<p>Actions: Budget Implications: Timeline:</p>	<p>Actions: Budget Implications: Timeline:</p>	<p>Actions: Budget Implications: Timeline:</p>
<p>Recommendation 5: Measure of Success:</p>	<p>Actions: Budget Implications: Timeline:</p>	<p>Actions: Budget Implications: Timeline:</p>	<p>Actions: Budget Implications: Timeline:</p>	<p>Actions: Budget Implications: Timeline:</p>	<p>Actions: Budget Implications: Timeline:</p>

9: Signature Page and Archiving



Department Head/Director

5/16/19

Date

— NA —

Dean/next level supervisor (if applicable)

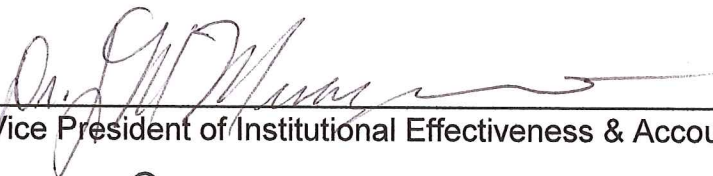
Date



VP of Student Services or VP of Administrative Services

5/31/19

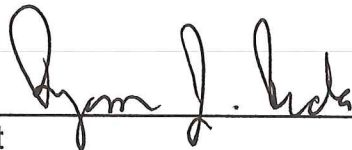
Date



Vice President of Institutional Effectiveness & Accountability

6/24/19

Date



President

7-24-19

Date

Archiving:

Division Leader submits to VP of Institutional Effectiveness & Accountability.

1. A complete electronic version of the Academic Comprehensive Program Review
2. All documentation (electronic)
3. A signed signature page