**Commonwealth University   
Five-Year Program Review**

**Administrative, Educational Support, and Student Support Units  
TEMPLATE**

in compliance with the

[**BOG Policy 1986-04-A: Program Review**](https://www.passhe.edu/policies/documents/BOG_Policies/Policy%201986-04-A.pdf)

**and**

[**Procedure/Standard Number 2024-58: Review of Academic Programs and Programs in Support of the Student Experience**](https://www.passhe.edu/policies/documents/Policies_Procedures_Standards/2024-58%20Program%20Review.pdf)

**[FILL IN CURRENT FISCAL YEAR]**

**Division:**

**Unit Name:**

**Review Team Chair:**

**Review Team Members:**

**External Evaluator, if applicable:**

***Note:*** *Programs are encouraged to use professional standards [e.g., the Council for the Advancement of Standards in Higher Education (CAS) or other quality assurance standards] and can use those standards to guide the content of the review. In lieu of those standards, the following outline can be used.*

1. **Introduction and Unit Overview**
   1. **Unit’s Mission**
      * Provide unit’s mission statement / unit’s purpose
   2. **Programs and Services**
      * Describe the programs and/or services provided by the unit
      * Describe how the unit aligns goals and initiatives with the [CU Mission, Vision, and Values](https://www.commonwealthu.edu/cu-about/mission-vision-values) and [institutional (GE) learning goals](https://www.commonwealthu.edu/academics/general-education). Submit Appendix A: Nuventive Unit to Strategic Plan Goals Mapping
      * Describe how professional, industry, and/or accreditation standards, if applicable, guide goals and initiatives and promote quality and continuous improvement
      * Describe how the unit remains consistent with relevant [MSCHE Standards for Accreditation and Requirements of Affiliation](https://www.msche.org/standards/fourteenth-edition/) and provides evidence of the commitment “to student retention, persistence, completion, and success…” ([Standard IV](https://www.msche.org/standards/fourteenth-edition/#standard4), para. 1). Refer to [MSCHE Evidence Expectations by Standards Guidelines](https://www.msche.org/policies-guidelines/?title-search=evidence+expectations&type=) and include a list of relevant evidence in Appendix B: Evidence to Demonstrate Compliance with MSCHE Standards and Criteria
2. **Analysis**

*May include the following areas or others as appropriate and discuss the* ***strengths*** *and* ***opportunities******for improvement***

* 1. **Strategic Leadership, Organization, and Human Resources**
     + Discuss your unit’s leadership, reporting structure, and planning processes
     + Discuss how the unit recruits, retains, recognizes, and develops qualified personnel to maintain effective operations
  2. **Unit Goals and Assessment** (including student learning outcomes and achievement measures, if applicable)
     + Discuss unit goals, initiatives, and assessments as articulated in Nuventive and provide overview of results/outcomes since July 1, 2022. Submit Appendix C: Nuventive Plan Progress Report for all years reported. Again, use the results to document strengths and opportunities for improvement.
     + Discuss relevant unit data, trends, and external environmental analyses that reveal emerging strategic issues not already discussed under the previous bullet
  3. **Diversity, Equity, Inclusion, and Belonging (DEIB)**
     + Discuss how your unit supports the core commitment of DEIB
  4. **Collaboration and Communication** 
     + Discuss how your unit collaborates and communicates within the unit, across CU, and with external stakeholders
  5. **Ethical Considerations** 
     + Discuss how the unit ensures ethical integrity as appropriate to the operations and processes within it. What standards, policies, procedures, etc., help ensure ethical behavior?
  6. **Resources**
     + Discuss how the unit budgets, prioritizes, and stewards financial resources in compliance with policy and procedures
     + Discuss how the unit maintains appropriate technologies, equipment, and facilities
  7. **Additional Areas of Analysis** (please include any areas that are relevant to the operations and success of the unit)

1. **Action Plan**

Identify 3-5 recommendations informed by the strengths and opportunities for improvement from the analysis in Section II and aligned to the Mission, Vision, Values, and Strategic Plan. Discuss specific goals, initiatives, measures, resources, and timeline to achieve goals.

1. **Appendices**

***Note:*** *May add appendices as appropriate*

Appendix A: Nuventive Unit to Strategic Plan Goals Mapping

Appendix B: Evidence to Demonstrate Compliance with MSCHE Standards and Criteria

Appendix C: Nuventive Plan Progress Report for all years reported

1. **Program Review Executive Summary [for submission to the Office of the Chancellor]**

|  |  |
| --- | --- |
| **University:** Commonwealth University | **Submission Date:** |
| **Unit Name:** | |
| **Unit Description:** | |
| **Strengths:** 3-5 program strengths documented in the review | |
| **Opportunities:** 3-5 program opportunities documented in the review | |
| **Takeaways from External Evaluator:** If applicable, summarize the key takeaways from the evaluator’s report | |
| **Actions:** What, if any, actions did or will the University take in relation to the program in response to the review in the next five years? | |
| **Department Chair/Director:**  **Name:**  **Title:** | **Signature of Department Chair, signifying that they have seen this Executive Summary** |
| **Name and Title of Vice President:**  **Name:**  **Title:** | **Signature of Vice President, signifying that they have seen this Executive Summary** |