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**(Functional Area)**

**Final Report**

Presented By:

(Person)

(Title)

(Date)

**CAS Program Review and Self-Assessment**

**Final Report**

**(Functional Area)**

**Executive Summary of Review Process**

During the months of (dates), a review team met to conduct a self-study using the (*functional area) Self-Assessment Guide (SAG)* developed by the Council for the Advancement of Standards in Higher Education (CAS). The CAS SAG was chosen by (person who assigned self-studies, e.g., Vice President or Director) as the tool to assess the departments within (name of division/department). The SAG consists of standards and guidelines used to evaluate the strengths and deficiencies of functional area and to plan for improvement opportunities within (department name).

(Title of person that conducted the self-assessment) collected information and data regarding the goals, programs, services, policies and procedures to be evaluated for the assessment process. CAS standards and guidelines are organized into 12 parts, and the SAG workbook corresponds with the same sections. The parts of the CAS Standards and Guidelines used for the review of (functional area) are as follows:

Part 1: Mission

Part 2: Program and Services

Part 3: Student Learning, Development, and Success

Part 4: Assessment

Part 5: Access, Equity, Diversity, and Inclusion

Part 6: Leadership, Management, and Supervision

Part 7: Human Resources

Part 8: Collaboration and Communication

Part 9: Ethics, Law, and Policy

Part 10: Financial Resources

Part 11: Technology

Part 12: Facilities and Infrastructure

The review team for (functional area) consisted of (#) members. Members were recommended by (Title) and approved by the Vice Chancellor. (List the members of the team, titles, and who they represent.) All team members were given training for the CAS review and then supplied with individual notebooks consisting of the following:

* CAS Program Review for Raters (slideshow presentation & notes)
* CAS (functional area) Self-Assessment Guide (SAG): Introduction and Instructions
* CAS Contextual Statement for (functional area)
* CAS SAG for (functional area)
* Describe how data and evidence was supplied to the rating team
* CAS Work Forms

(Discuss how and when the team met to do the ratings, answer the questions and determine the priorities). The following rating scale was used during the assessment.

**CAS Raters Definitions**

* DNA - Does not apply
* IE – Insufficient Evidence/Unable to rate
* 0 – Does not meet
* 1 - Partially Met
* 2 - Meets

**Summary of Initial Findings**

* Describe conclusions (description of what you learned that was significant); can provide by section or in themes;
* Describe meaningful limitations to completion of the program review (such as if you could not score all of them and why or if you lacked data/evidence) and why; and
* Describe the primary strengths of the functional area and how have these changed over time; and
* Describe the innovative programs/services/practices that the functional area has initiated with respect to “best practices” in the field.

**Recommendations**

List the improvements needed, the accompanying action plan, and the results of implementation of the action plan in priority order.

**Self-Assessment**

The following pages represent the review team’s collective responses and serves as the initial report. (At this point, include a copy of the completed SAG.)

(At this point, include narrative of results)

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| --- |
| Part 1: Mission Overall average **(#)**  *(Include a copy of your mission statement.)*  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

|  |
| --- |
| Part 2: Program and Services Overall average (#)  (List program goals)  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

|  |
| --- |
| Part 3: Student Learning, Development, and Success Overall average **(#)**  (Specify Student Learning, Development, and Success outcomes examined as well as those for which there is potential to implement)  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

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| Part 4: Assessment Overall average **(#)**  (Include an overview of any assessment methods used as well as alignment with the assessment cycle)  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

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| --- |
| Part 5: Access, Equity, Diversity, and Inclusion Overall average **(#)**  (Include any reference to plans to facilitate AEDI within the functional area)  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

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| Part 6: Leadership, Management and Supervision Overall average **(#)**  (Include any strategic planning documents)  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

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| Part 7: Human Resources Overall average **(#)**  (Include copy of the job descriptions of all employees in the program and a copy of their resumes)  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

|  |
| --- |
| Part 8: Collaboration and Communication Overall average **(#)**  (Include list of departments and agencies most important to the success of the department. List examples of campus and external relations. List all institutional committees that are served by the members of the department)  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

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| Part 9: Ethics, Law, and Policy Overall average **(#)**  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

|  |
| --- |
| Part 10: Financial Resources Overall average **(#).**  (Include copy of functional area budget)  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

|  |
| --- |
| Part 11: Technology Overall average **(#)**  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

|  |
| --- |
| Part 12: Facilities and Infrastructure Overall average **(#)**  *Areas Requiring Follow-Up:*  *Action Item:*  *Achievements:* |

**List Actions Taken with Completion Dates**

**Describe Lessons Learned that Can Be Applied to the Next Program Review Cycle**

**List Student Learning Outcomes and Program Outcomes to be Measured in the Next Two Years in Anticipation of the Next Program Review Cycle**

Student Learning Outcomes

Program Outcomes

**Final Comments**