## Program Review

## Site Visit Report Template

Department, Functional Area, Unit Name:

Site Visit Team

Chair

Name:

Email:

Phone:

Member

Name:

Email:

Phone:

Member

Name:

Email:

Phone:

Member

Name:

Email:

Phone:

**Discuss strengths, weaknesses, recommendations in each of the areas listed below.**

**Section A: Program Information**

1. Department, Functional Area, Unit mission statement
2. Strategies and tactics from department, functional area, unit strategic plan
	1. progress toward completing strategies and tactics
3. alignment of department/program strategic plan with Division of Student Life and University of Oregon mission and goals
4. Organizational structure
	1. number and type of staff
	2. organization of department, functional area, unit
5. Budget
	1. Revenue sources
	2. Expenditures
6. Facilities
	1. Adequacy to meet needs of current and future programs and services
7. Assessment plan and department, functional area, unit outcomes (learning, program, operational) and data to consider:
8. relevance/appropriateness of outcomes; progress toward achieving outcomes, evidence of outcome achievement
9. retention data
10. equity and inclusion and MCOD data
11. data relevant to mission fulfillment
12. student, staff, and constituent feedback

**Section B: Professional Standards**

1. Evidence of adherence to relevant and applicable professional standards (e.g., CAS standards, accreditation standards, ethical standards)
2. Evidence of adherence to and division and department, functional area, unit standards (e.g., MCOD/equity and inclusion, DSL core values, professional development for staff)

**Section C: Stakeholders**

1. Internal and external stakeholders

**Section D: Obstacles and Challenges/Strengths**

1. Comment on internal and external factors that hinder department, functional area, unit success and/or effectiveness
2. Comment on key strengths that enhance department, functional area, unit success and/or effectiveness

**Section E: Areas for Improvement or Change**

1. Comment on areas for improvement or change identified by the department, functional area, unit leadership
2. Recommendations for improvement or change identified by site visitors

**Section F: Other Relevant Information**

1. Comment on other information provided by department/program