

UNIT REVIEW CHECKLIST

Unit name: Financial Affairs and Veterans Services Reviewer: **Composite**

	Responsive to the Component	Evidence	Analysis: Explanation/ Rationale of Assertions Supported by Evidence	Overall Judgment	Comments
1. What does the unit do?	Accepted without recommendations			Accepted without recommendations	
2. What is the unit's relationship to the college mission & strategic plan?	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	
3. Why are the unit processes done?	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	
4. How does the unit impact student outcomes?	Accepted without recommendations	Accepted without recommendations	Accepted with recommendation	Accepted with recommendation	They acknowledged the need for remediation but no discussion about how to fix it.
5. How effectively does the unit communicate?	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	
6. Does the unit build and leverage partnerships?	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	
7. Are staff supported with professional development?	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	Demonstrated that personnel take advantage of learning opportunities and professional development.
8. [Optional] Does the unit have sufficient facilities and equipment?					
9. How have past CIPs contributed to success?	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	
10. How will the unit evaluate its success?	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	Accepted without recommendations	In the CIP you mentioned you would work to improve student satisfaction numbers. How will you do that? It would

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					be appropriate to outline it in the CIP Implementation of Findings.
11. Future Continuous Improvement Plan Tables	Accepted without recommendations			Accepted without recommendations	In the CIP you mentioned you would work to improve student satisfaction numbers. Outlining your plan in this area would strengthen the analysis of the component area.

Overall Decision:

Accepted Without Recommendations

Accepted With Recommendations

Revisit and Revise

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General comments about the submission or rationale for the conclusion:

Overall, the Program Review was well written and addressed the prompts appropriately. A little more analysis in the area of student outcome impact would be helpful. The author acknowledged the need for remediation but no discussion about what that might look like. Under effective communication, are there any bootcamps or workshops to help students understand the impact of student loans/debt? May be a good event in conjunction with Dual Credit.

Mentioned challenges of keeping personnel or filling vacant spots, it would be appropriate to mention any initiatives the program is conducting to attract or keep talent.

Response rate to surveys 2019 (345) to 2021 (174) –What other measures do you use to determine the effectiveness of your area? What % is this versus the total number of students served in FA in 2021? I speculate it is a small number. How does the department reconcile changes based on only the one data point?