



STUDENT AFFAIRS

MEMORANDUM

TO: Potential Panel Member

FROM: Dr. Abby Langham & Somer Givens, Student Affairs Assessment & Strategic Planning

SUBJECT: **Invitation to Self-study Review Panel for Department Name Program Review**

DATE: 10/15/2020

CC: Self-Study Chair, Department Director

This memo serves to invite you to participate as a member a Self-Study Review Panel for **Department Name's** Program Review.

The Student Affairs Program Review process is a year-long cycle designed to enhance organizational performance via the systematic review of data pertaining to department activities, service delivery and use, resource management, and contributions to the advancement of the mission of Student Affairs and the University's strategic plan. You have been selected as a self-study panel member because you are a stakeholder for this department. Your voluntary participation is important to the successful completion of this process.

Your role as a Program Review Self-Study Panel member would include attending a minimum of four team meetings throughout the self-study process between October 15, 2020 and April 1, 2021. Panel members will work independently to complete individual ratings and assist with developing a review narrative. Included below is a brief overview of the suggested meeting timeline. Additional meetings may be added to this schedule, as necessary, for project completion.

- Meeting 1: Introduction and Training (*October 2020*)
 - Attend introductory online training session with department and Assessment & Strategic Planning (A&SP) staff
 - Panel members are to individually record their scores prior to meeting 2.
- Meeting 2: Narrative and Scoring Part 1 (*January 2021*)
 - Using completed individual ratings of each criterion statement with the scale provided in the CAS Self-Assessment Guide (SAG), decide on team scores and collectively complete Work Forms A-C
- Meeting 3: Narrative and Scoring Part 2 (*February 2021*)

- Finalize the collective ratings and help determine appropriate corrective actions and/or steps for program enhancements. Discuss where there are discrepancies between the CAS Standards and practice. Work as a group to begin drafting the review narrative using Work Forms D and E.
- Meeting 4: Action Plan and Final Wrap-Up (*March 2021*)
 - Work as a group to finalize the narrative, develop an executive summary, and establish an action plan

Student Affairs is committed to continuous programmatic improvement and must systematically assess, acknowledge, and appropriately respond to new challenges, identify potential opportunities, and routinely strive to enhance our programs and services. Completion of program review would not be possible without the committed efforts across our Auburn University family. Please let us know if you accept this invitation to participate (saasp@auburn.edu | 334-844-8610).

Should you have any questions regarding this process, please contact us for support and guidance at any time.