**BFA/HR/SP Program Review Reader’s Report**

Administrative Unit:

Administrative Unit Reader:

Date of Report:

Are the Lead Person and Committee members identified in the Program Review? **[ ]** Yes **[ ]** No

Have the appropriate personnel signed the Executive Summary? [ ] Yes [ ] No

Is the Response to Previous Review complete? **[ ]** Yes **[ ]** No

*Comments:*

**Is the response to each criterion adequate, or is more information needed? *(Comment on each.)***

1.0 Functions and goals/AUOs **[ ]** Adequate **[ ]** More information needed

 *Comments:*

2.0 Quantitative description of unit **[ ]** Adequate **[ ]** More information needed

 *Comments:*

3.0 Internal variables affecting unit **[ ]** Adequate **[ ]** More information needed

 *Comments:*

4.0 External variables affecting unit **[ ]** Adequate **[ ]** More information needed

 *Comments:*

5.0 Evidence of unit’s effectiveness **[ ]** Adequate **[ ]** More information needed

 *Comments:*

6.0 Student success **[ ]** Adequate **[ ]** More information needed

 *Comments:*

7.0 College mission **[ ]** Adequate **[ ]** More information needed

 *Comments:*

8.0 Student learning **[ ]** Adequate **[ ]** More information needed

 *Comments:*

9.0 Resource Use **[ ]** Adequate **[ ]** More information needed

 *Comments:*

10.0 Leadership **[ ]** Adequate **[ ]** More information needed

 *Comments:*

11.0 Other comments and concerns **[ ]** Adequate **[ ]** More information needed

 *Comments:*

**Are the following included? Is supporting evidence contained within the review? (*Comment on each*.)**

12.0 Unit Recommendations **[ ]** Included **[ ]**  Not Included

 **[ ]** Supported **[ ]** Partially Supported **[ ]** Not Supported

 *Comments:*

13.0 Annual Program ReviewSnapshot **[ ]** Included **[ ]**  Not Included

 [ ] Supported [ ] Partially Supported [ ] Not Supported

 *Comments:*

14.0 Executive Summary **[ ]** Included **[ ]**  Not Included

 [ ] Supported [ ] Partially Supported [ ] Not Supported

 *Comments:*

**Reader’s Recommendation**

**[ ]**  This report is acceptable as submitted.

 *Comments:*

**[ ]** This report must be modified and resubmitted by (insert date here) before a recommendation can be made. **NOTE: Only reports approved by the Business and Financial Affairs/Human Resources/Superintendent President Program Review Committee will be considered in resource allocation (i.e. budget prioritization, Faculty Hiring Prioritization, etc.).**

 *Comments:*