



Program Review

**The Ohio State University
Office of Student Life**

[Department] Program Review Action Plan
Date of Action Plan

Executive Summary

Program Review Details

Self-Study Standards:

Site Visit Dates:

Action Plan Objectives:

Based on the program review external committee recommendations and self-study findings, the following themes and action steps were created as strategic priorities for [department] over the next five years.



Program Review Process

This section summarizes the program review process for the department.

Self-Study

Provide a brief summary of the self-study writing process.

Charge

Provide information on charge.

External Committee

Provide a high-level summary of the external committee members and their qualifications.

Site Visit

Provide a brief summary of the events that took place during the on-site visit, e.g., the schedule of stakeholder and constituent meetings.



External Committee Recommendations

List all external committee recommendations, ideally by theme.

Department Action Plan

Briefly describe the process used in developing a departmental response to the external committee recommendations.

Theme 1

Objective 1:

Provide an overview of how the department will carry out the objective with the following details:

- Rationale for objective
- Level of priority (i.e., High, Medium, Low)
- Staff responsible
- Action steps (specific actions the department will take in order to accomplish the overall objective)
- Evidence of change or measures of progress
- Projected start date
- Projection completion date
- Connection to annual prioritization process (i.e., whether this objective is a potential annual priority)

Objective 2:

Provide an overview of how the department will carry out the objective with the following details:

- Rationale for objective
- Level of priority (i.e., High, Medium, Low)
- Staff responsible
- Action steps (specific actions the department will take in order to accomplish the overall objective)
- Evidence of change or measures of progress
- Projected start date
- Projection completion date
- Connection to annual prioritization process (i.e., whether this objective is a potential annual priority)

Theme 2

Objective 3:

Provide an overview of how the department will carry out the objective with the following details:

- Rationale for objective
- Level of priority (i.e., High, Medium, Low)
- Staff responsible
- Action steps (specific actions the department will take in order to accomplish the overall objective)
- Evidence of change or measures of progress



- Projected start date
- Projection completion date
- Connection to annual prioritization process (i.e., whether this objective is a potential annual priority)

Objective 4:

Provide an overview of how the department will carry out the objective with the following details:

- Rationale for objective
- Level of priority (i.e., High, Medium, Low)
- Staff responsible
- Action steps (specific actions the department will take in order to accomplish the overall objective)
- Evidence of change or measures of progress
- Projected start date
- Projection completion date
- Connection to annual prioritization process (i.e., whether this objective is a potential annual priority)

Response to Other Recommendations

Please describe any recommendations that you are not acting upon and provide a rationale.

Next Steps

Please provide a summary of action steps, additional details or remaining questions.