**Appendix C: Dean’s Summary form**

After reviewing the program review submission, the dean or appropriate Associate or Assistant Dean or Program Director (in cases where the dean is the VP) should complete this form prior to meeting the VPAA or appropriate VP. This form should serve as the basis for discussion with the VPAA or appropriate VP.

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What were the key findings from the Program Review?

2. Briefly describe the Program’s Strengths and Challenges.

3. What are the planned changes for the program based on findings from the program review?

4. What are the metrics for success? How will the program measure progress on the changes and what are the targets for success?

5. What additional resources, if any, are needed to implement the planned changes?

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 Dean’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Vice President’s Signature Date

CC: The Office of Institutional Effectiveness

(to archive for accreditation purposes)