APPENDIX G

CPR Planning and Information Sheet

Program Name: 
Name of Program Coordinator or Designee: 

Self-Study Phase:

Self-Study Review Team Members (Up to Six Members):

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<td>5</td>
<td>Student</td>
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<td>Student</td>
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1. The CAS six month Self-Study will start on (Date) and end on (Date).

2. On (Date), the Self-Study Team will begin executing the action plans that were developed during the review.

3. On (Date), the Self-Study Team will provide the Director of Assessment, Research and Staff Development with a list of all evidence utilized to judge the CAS criteria measures.

4. On (Date), the Self-Study Team will provide the Vice President for Student Affairs (VPSA) office with a copy of all evidence used to support CAS criteria ratings (If possible, copies of these materials should also be stored on the Division shared drive).
5. On (Date), the Self-Study Team will provide the VPSA office with a clean working draft copy of the Self-Study Report.

6. On (Date), the Self-Study Review Team will meet with the Director of Assessment, Research and Staff Development to discuss their findings and supporting documents.

7. On (Date), the Self-Study Team will provide the VPSA office with a final draft copy of the Self-Study including all documentary evidence (“Self-Study Notebook”).

**Site Review Phase**

**Site Review Team (SRT) Members:**

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<th>Name</th>
<th>Title</th>
<th>Position</th>
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<tr>
<td>1</td>
<td></td>
<td>Faculty representative and committee chair</td>
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<tr>
<td>2</td>
<td></td>
<td>Non-Student Affairs staff</td>
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<td>3</td>
<td></td>
<td>One campus representative outside of Academic Affairs or Student Affairs</td>
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<td>5</td>
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1. The Site-Review is tentatively scheduled to start on (Date), and end on (Date), pending confirmation by the members of the Site-Review Team.

2. On (Date), the Program Coordinator will provide the VPSA with the names of the proposed site-review committee members and ask that each, once approved, be sent a formal letter of invitation.

3. On (Date), an introductory meeting will be scheduled with the Director of Assessment, Research and Staff Development, the Program Coordinator and members of the Self-Study Team to discuss the CPR process, the Site-Review phase, and to address any questions from the Site-Review Team.

4. The Site-Review Team will, on (Date), officially begin conducting its review, following the review guidelines jointly agreed to during the earlier introductory meeting involving the VPSA’s Assessment Review Committee and the Chair of the Site-Review Team prior to start of the review process.

5. On (Date), the Site-Review Team will meet with the Director of Assessment, Research and Staff Development and other interested members of the Division and campus community to share its findings and recommendations.
6. The chair of the Site-Review Team, on [Date], will provide the VPSA with a summary report on the findings and recommendations of their teams.

7. The Program Coordinator will schedule a debriefing and planning session with members of the program for [Date], to develop an action plan for addressing recommendations identified in the Site-Review Report.

8. The Program Coordinator will schedule a meeting with the Director of Assessment, Research and Staff Development on [Date], to discuss the program’s action plans for addressing recommendations provided in the Site-Review Report.

### Outside Professional Review

Most Outside Professional Reviews will be conducted off-site and organized through the Program Coordinator. However, in some instances, depending on the reviewer’s travel cost and other expenses, an on-site review may be used (the additional action steps for the on-site visit are also indicated below).

1. The Program Coordinator will, on [Date], provide the Director of Assessment, Research and Staff Development with a preliminary list of six to eight potential Outside Professional Reviewers (OPR).

2. The Program Coordinator will, on [Date], conduct a thorough selection process that includes telephone interviews, and identify four to six highly qualified OPR candidates.

3. The Program Coordinator will, on [Date], provide the Director of Assessment, Research and Staff Development with a prioritized list of potential OPRs along with information packets for each candidate that include a proposal and budget that specifies the deliverables, timelines, and total costs.

4. The Program Coordinator will, on [Date], meet with the Director of Assessment, Research and Staff Development to discuss and select the OPR candidate.

5. The Associate Vice Present for Student Affairs – Assessment and Strategic Operations will, on [Date], contact the candidate to clarify any questions that the Director of Assessment, Research and Staff Development might have and, if satisfied, make an offer to the candidate.

6. The Program Coordinator will, on [Date], contact the remaining OPR candidates to thank them for their interest and participation.

7. The Program Coordinator will, on [Date], contact the OPR to:
   a. Reaffirm his/her participation;
   b. Review the agreement which discusses the deliverable and timelines; and
   c. Answer any questions related to the review.

8. An introductory meeting (in person or phone) will be scheduled for [Date], with the VPSA to provide him an opportunity to set the tone for the review and to get to know
9. The Program Coordinator will, on \((\text{Date})\), provide the OPR with all necessary documents and individuals needed to conduct the review.

**On-Site Visit:** In the event of an on-site review, the following steps will also be performed:

10. The OPR will arrive on campus on \((\text{Date})\) at \((\text{time})\) and leave the campus on \((\text{Date})\) at \((\text{time})\).

11. The Program Coordinator will schedule an introductory breakfast meeting on \((\text{Date})\), that includes the Director of Assessment, Research and Staff Development and the Program Coordinator or designee.

12. The Program Coordinator will, on \((\text{Date})\), secure an office for the OPR to carry out the review activities during the visit.

13. The OPR will, on \((\text{Date})\) at \((\text{time})\), meet with the Director of Assessment, Research and Staff Development and the Program Coordinator to discuss the preliminary findings of the review.

14. Following a thorough examination of the Division program, the OPR will, on \((\text{Date})\), provide the VPSA with a preliminary draft of the report for his comments prior to the final draft being written.

15. The OPR will, on \((\text{Date})\), provide the VPSA with a final copy of the review report.

16. The Program Coordinator will schedule a debriefing and planning session with members of the program for \((\text{Date})\), to develop an action plan for addressing recommendations identified in the OPR Report.

17. The Program Coordinator will schedule a meeting with the Director of Assessment, Research and Staff Development for \((\text{Date})\), to discuss the program action plans for addressing recommendations provided in the OPR Report.

The Program Coordinator will repeat the above process involving the next round of programs scheduled for review.