

Weber State University Student Affairs



Site Review Team Handbook

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Weber State University Mission Statement

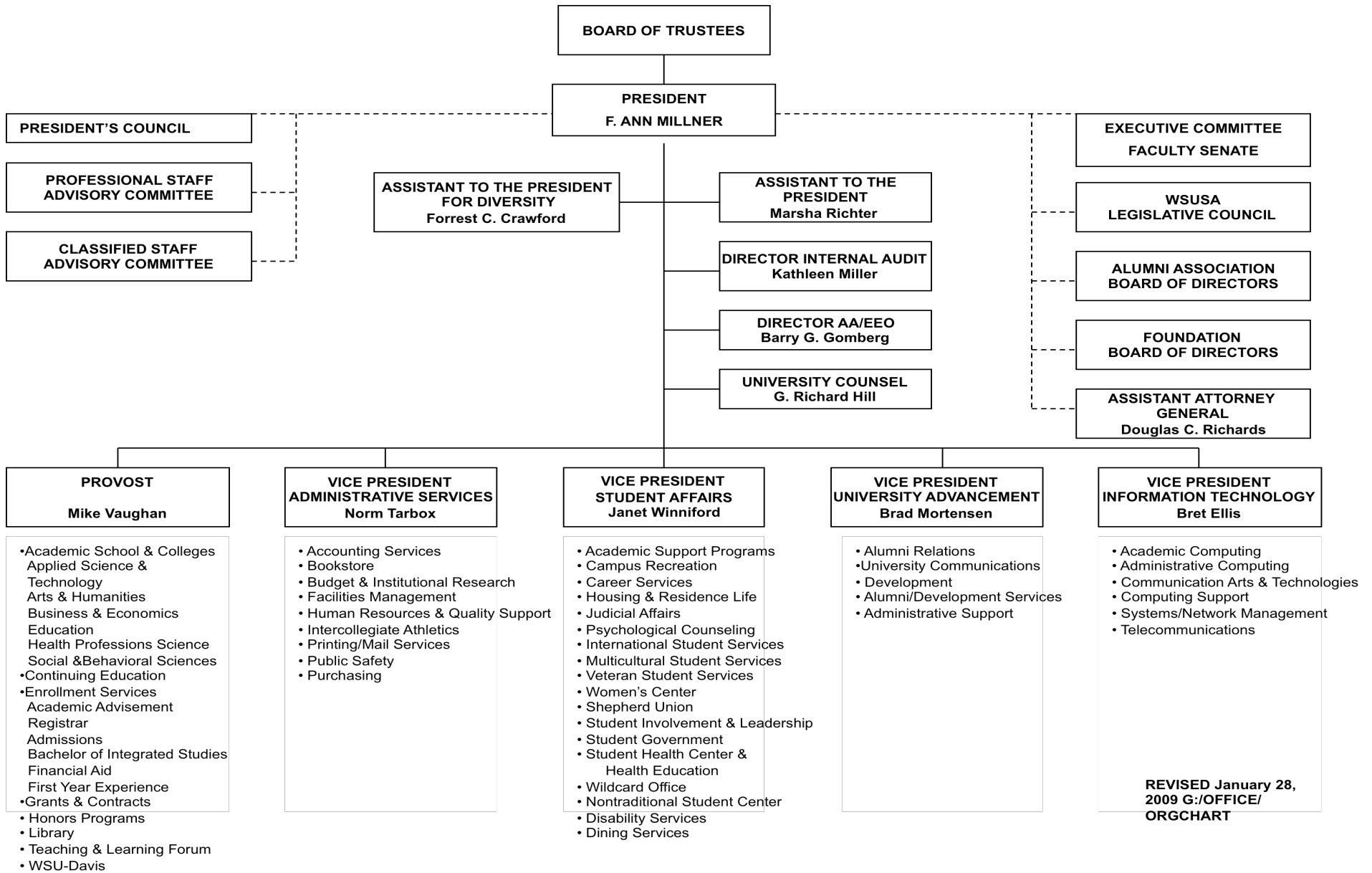
Weber State University offers associate, baccalaureate and master degree programs in a broad variety of liberal arts, sciences, technical and professional fields. The university provides excellent educational experiences for its students through extensive personal contact among faculty, staff and students in and out of the classroom. To accomplish its mission, the university, in partnership with the broader community, engages in research, artistic expression, public service, economic development, and community-based learning experiences in an environment that encourages freedom of expression while valuing diversity.

Student Affairs Mission Statement

The Division of Student Affairs promotes student learning, well-being and success through comprehensive services and programs provided in an inclusive environment. Student Affairs serves the needs of a diverse student population by offering educational experiences, leadership opportunities, and academic support which advances the social, intellectual, cultural, and civic development of students.

Weber State University Organizational Chart

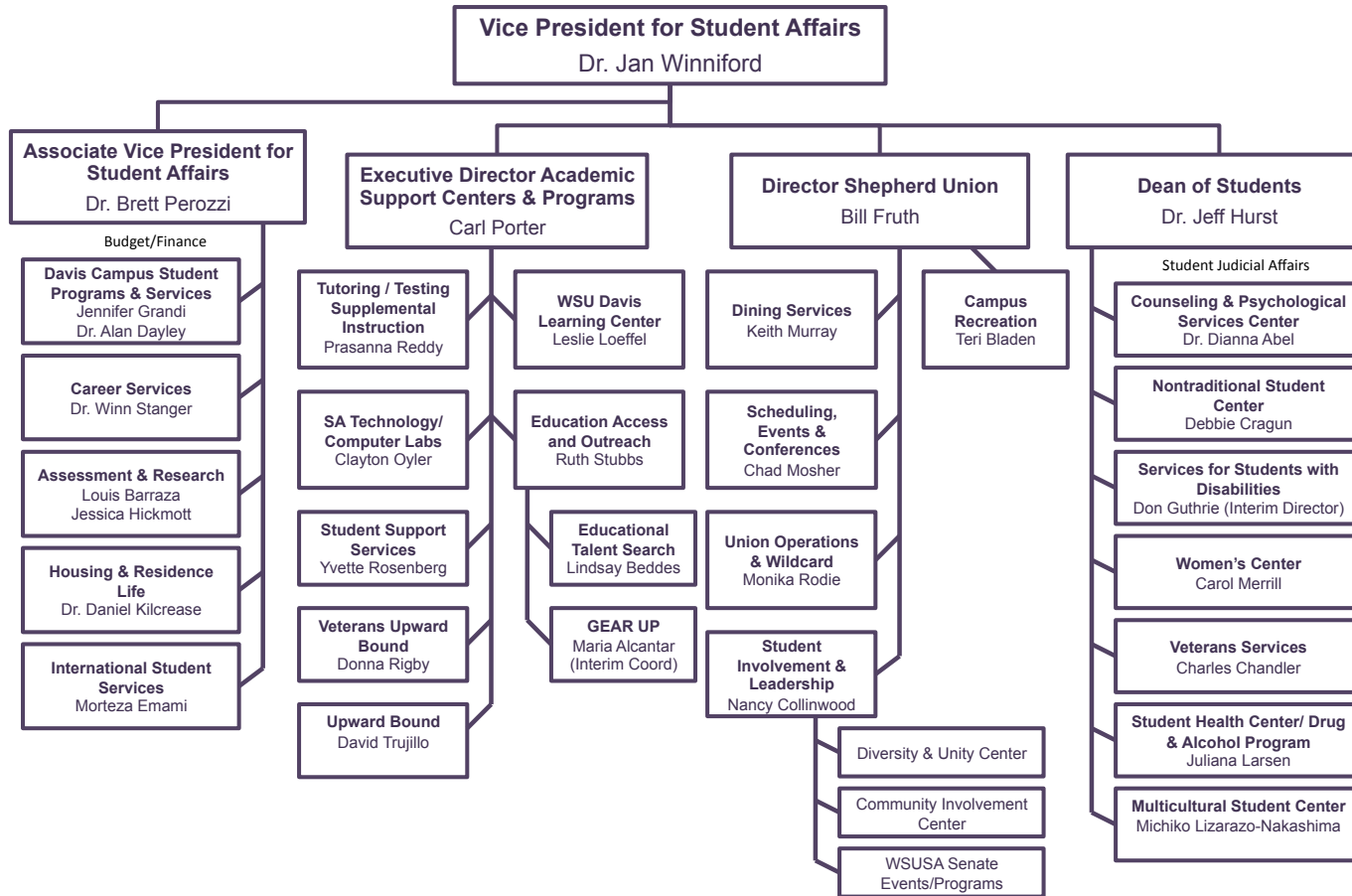
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DIVISION OF STUDENT AFFAIRS – ORGANIZATIONAL CHART

Revised 6/14/2010



This handbook serves to supplement the Program Review Handbook given to each department. The Program Review Handbook details the program review process and provides an outline for the self-study document.

Purpose of Program Review

The purpose of a program review process is to provide a comprehensive evaluation of departments within our division on a five-year cycle. Program review is a reflective process that allows for an introspective look at our structure and services and allows us to see areas that we are doing well in and areas that we can improve upon. Program review also serves to assist in strategic planning and goal setting.

Goals of Program Review

1. To ensure that each unit is providing high-quality, effective programs and services
2. To continually strive to improve WSU Student Affairs programs and services
3. To demonstrate our alignment with the division and university mission statements through an evidence-based process
4. To create action plans and identify important initiatives to be used in strategic planning for the Student Affairs Division and departments within the division.
5. To increase knowledge and understanding of the division as a whole within Student Affairs and across the university

Each department will go through the program review process on a five-year cycle. As this is an intensive process, all department members should play an integral part. Each department will complete a self-study document that addresses not only department data and statistics but also department needs and areas of strength and those needing improvement.

Site Review Team Role and Responsibilities

The site review team consists of one external reviewer and two-three internal reviewers. This team is asked to examine and provide feedback on the departmental self-study document. During the site visit, the site review team will interview department members, students, and Student Affairs Division leadership in order to follow-up on any questions or concerns that emerged from the examination of the self-study document. The external reviewer will lead the team and provide insight from a national perspective on trends and issues relative to the department being reviewed. The external reviewer typically serves as the lead in writing the report. The internal reviewers will supplement the feedback of the external reviewer and provide context from the viewpoint of Weber State University.

Responsibilities

- Evaluating the self-study document and additional materials provided by the department
- Interviewing department members, students, and Student Affairs Division leadership during the site visit
- Drafting preliminary findings of strengths and areas of improvement for the department and presenting them at the end of the day of interviews
- Providing a three-seven page site visit report within two weeks following the site visit

Site Review Team Selection

The internal reviewers and external reviewer are nominated by the department under review and approved by the Student Affairs Management Council (SAMC). SAMC consists of the Vice President for Student Affairs, Associate Vice President, Dean of Students, the Executive Director of Academic Support Centers and Programs, and the Director of the Shepherd Union.

The site review team is then asked by the department (or the Assessment Coordinator) to take part in the program review process. The SAMC representative, Assessment Coordinator, and department under review will be available to the site review team through email to answer any questions and to schedule the site visit.

Resources

For fast facts about our students, consult the Institutional Research site:

<http://www.weber.edu/IR/repstub.html>

University planning information can be found at the following site:

http://www.weber.edu/universityplanning/Core_theme_objectives.html

For a campus map, please visit:

<http://www.weber.edu/weberstatemap/ogdencampusmap.html>

For information about the Student Affairs Division, please visit:

<http://www.weber.edu/studentaffairs>

Divisional assessment processes including departmental plans and selected survey summaries can be found at the following link:

<http://www.weber.edu/saassessment>

Self-Study Report

The self-study report will be emailed one month prior to the scheduled site visit. The standards by which to evaluate the self-study document are located in Appendix A. Questions that the departments were given to consider in the self-study document are located in the Program Review Handbook. As a member of the site review team, you will be expected to read the self-study and formulate questions to ask to departmental stakeholders during the site visit. The Assessment Coordinator will schedule a conference call with the Site Review Team prior to the visit to help them prepare. The director of the department is not a part of this conference call; however, questions may emerge where the site review team would seek further clarification from the director.

Site Visit

The site visit will be approximately a day and a half but will vary based on the department. The external reviewer will be given time to meet with the internal reviewers upon his or her arrival to discuss the review process, the self-study report, and the site visit schedule. The external reviewer will be the team leader for the site visit. In addition, the Assessment Coordinator will schedule a conference call prior to the site visit to discuss the schedule and any questions about the process.

The site visit schedule will be emailed to the site review team at least one month prior to the site visit. The review team will have time to meet following the interviews to discuss and prepare their recommendations. The review team will then present their preliminary recommendations to the department, the SAMC representative, and Vice President for Student Affairs.

Key times during the site visit include: initial dinner, time for the internal and external reviewers to meet together to formulate questions and examine the schedule, tour of the facilities, meeting with the Vice President for Student Affairs, meeting with the SAMC representative, department director, students who work within the department or use the services, and time to discuss the interviews and formulate preliminary findings.

Site Review Team Report

Preliminary Recommendations

Following the site visit interviews, the site review team will present their preliminary recommendations to the department, the SAMC representative, and Vice President for Student Affairs. These findings can be discussion items as opposed to a written report and could include initial strengths, areas of improvement, and any overall recommendations.

Final Report

The final report should be emailed to the Assessment Coordinator within two weeks of the site visit along with an executive summary. This report should be four to eight pages in length and should address the department's alignment with the program review standards (Appendix A), areas of strength, areas of recommended improvement, and recommendations based on trends and best practices in the field. All documents for the program review process including the self study, recommendations, and the action plan are posted online (http://www.weber.edu/SAAssessment/SA_Self_Studies.html). Following this, the department will meet with university representatives to form an action plan.

Appendix A Program Review Standards

1. Unit Mission, Goals, and Outcomes

The unit has a mission and overarching goals/outcomes statements which are consistent with and which support the University and Division mission statements and goals.

2. Programs and Services

The unit provides a set of core programs/services which are central to and consistent with the unit's mission and goals. These programs/services are responsive to the needs of the unit's constituents, are cost-effective and, when appropriate, are supported by other units or agencies both within and outside the University.

3. Leadership and Staffing

The unit has a sufficient number of well-qualified employees (professional, support, student) to effectively provide the core programs/services offered by the unit. Employees have clear and current job responsibilities. Employees are oriented to their roles, receive appropriate leadership and supervision, are provided with ongoing professional development opportunities, and are regularly evaluated.

4. Financial Resources and Budget

The unit has a well-defined and participatory budget planning process. This process results in sufficient resources to meet the unit's core programs/services, staffing, facility, equipment, and technology needs.

5. Facilities, Equipment and Technology

The unit has safe, accessible, and current physical facilities, equipment, and technological resources to support its core programs/services and personnel.

6. Ethical and Legal Responsibilities

The unit is aware of and compliant with statutory and professional ethical and legal standards which apply to the unit's core programs/services, personnel, facilities, equipment and technology.

7. Assessment and Evaluation

The unit has clearly defined and measurable core program/service and student learning outcomes which are consistent with the unit's mission and goal statements. These program/service and student learning outcomes are regularly assessed through both direct and indirect measures, and the results of assessment are shared among constituents and are used for decision-making and planning.

8. Summary

The unit has clearly articulated what they learned through the self study process including concrete recommendations for their individual programs and services. The unit has set priorities for improvement and refinement and has made recommendations of items for the review team to consider.