

## UNIT: *Student Activities*

### FY12 Student and Academic Support Services Five Year Program Review

#### WHY DO A PROGRAM REVIEW?

As a part of accreditation, the Higher Learning Commission (HLC) requires institutions to have an established process to regularly review all programs. Each institution is allowed the latitude to develop and administer a review process that is suited to the institution's unique circumstances and needs.

The Illinois Community College Board (ICCB) requires all instructional programs and all student and academic support services to conduct a program review at least once every five years. The program review process should...

- Examine the need for the program, its quality, and its cost of operation.
- Involve employees of the unit as well as individuals not employed in the unit.
- Examine current information and data.
- Produce results that are considered in campus planning, quality improvements, and budget allocation decisions.

The College's annual *Program Review Report* to the ICCB comes directly from the approved program reviews.

The purpose of Sauk's program review process is to promote continuous improvement and to link those improvements to other internal processes, including curriculum development, assessment, budgeting, facility planning, and to the strategic plan through operational plans. Information provided in program reviews will be used in internal reports, reports to other agencies, and for institutional planning.

TIMELINE	
April/May	Units informed that they are scheduled to conduct a program review in the fall
Beginning of the fall semester	Program review orientation sessions conducted
Fall semester	Units conduct their program reviews
<b>December 1</b>	<b>Program reviews are due</b>
Early Spring semester	Unit's administrator and the Program Review Committee will consider program reviews, request revisions, and approve final reviews
April 1	Equipment Requests, Personnel Change Requests, and Major Project Requests from <i>approved</i> program reviews, will be forwarded for consideration in the budget allocation process
End of spring semester	Instructional units submit next year's operational plans, including all activities identified in the program review
Early July	Student and academic support services submit next year's operational plans, including all activities identified in the program review

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#### INSTRUCTIONS

- The program review is to be conducted by a team of 5 to 10 individuals consisting of the following:
  - Department/unit staff and administrator
  - Employees not part of the department
  - 1 or 2 students
  - Community members and/or industry representatives who are not SVCC employees
- Use this document as a template. Do not use alternate formats.
- Complete all items on all pages
- Use past *Operational Plans* as resources
- The ICCB Best Practices Report may describe the entire unit or a specific practice. *This is the only optional component* of the program review
- Insert the names of the program review team on the SIGNATURES AND APPROVAL page
- Complete any appropriate request forms:
  - Equipment Request
  - Personnel Change Request
  - Major Project Request
  - Request forms are available in *FAST* under *Documents and Forms*
  - Requests will be forwarded to the budget allocation process, *after all program review revisions have been submitted and the review has been approved by the Program Review Committee*. The requests will not be forwarded to the budgeting process until the Committee informs the unit that the review has been approved.
- The approval process:
  - Submission of the review alone does not constitute approval
  - The Program Review Committee may request additional analysis, clarification, or information, and will not approve the review until it is satisfied that its requests have been addressed
    - Reviews must be *approved by April 1* for requests to be forwarded for budgetary consideration
  - The program administrator may request a meeting to discuss the review and/or request modifications, and approves the review after the Committee approves it
  - The President provides the final approval of every review

QUESTIONS: Contact the Program Review Committee Chair, Janet Lynch, with any questions regarding your program review.

#### HOW to SUBMIT the PROGRAM REVIEW

- Program reviews are due on December 1
- The program review, appropriate request documents, and any other support documents should be submitted as an e-mail attachment to:
  - The program's immediate administrative supervisor (dean or vice president), *and*
  - The chair of the Program Review Committee, Janet Lynch.
- A printed copy of the review *is not required*, and is discouraged.
- A printed copy of the SIGNATURES AND APPROVAL page, with signatures from all team members, should be sent to the Program Review Committee Chair, Janet Lynch.

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#### ALIGNMENT WITH THE COLLEGE MISSION

**College Mission** *Tells who we are as an institution and what we do*

SAUK VALLEY COMMUNITY COLLEGE is an institution of higher education that provides quality learning opportunities to meet the diverse needs of its students and community.

**College Vision** *Tells where we want to go as an institution*

SAUK VALLEY COMMUNITY COLLEGE will be recognized as a benchmark institution of higher education that provides exceptional learning opportunities in response to the diverse needs of its students and community.

#### Unit Mission

The mission of the Student Activities Office is to involve and support students in extra-curricular activities which will help develop life skills such as critical thinking, effective leadership, problem solving, decision making, goal setting, cultural appreciation and the ability to relate with people who are different from oneself.

**Identify the major functions carried out by this Unit (include as many are appropriate):**

**Student Activities is charged with the following major responsibilities:**

**1. Administer the formal establishment and activities of all student organizations.**

Student Activities ensures:

- an opportunity to participate in student organizations which represent a multitude of student interests.
- an opportunity to participate in the process of student government.
- an opportunity to participate in all-campus activities and initiatives.
- a challenge to attain advanced levels of performance of those skills which are learned in the classroom.

Clubs in existence may vary from semester to semester, depending on student interest. Sauk has 18 recognized student organizations. Some of the benefits students receive by becoming involved at Sauk include:

- Learning leadership skills
- Learning how to manage finances
- Time management skills
- Public speaking skills
- Meeting people with similar interests

**2. Offer programs and services to develop students socially, culturally, personally, emotionally, and academically.**

A variety of campus-wide activities are offered each semester. These activities are typically free of charge to SVCC students, staff/faculty, and community. Campus-wide activities include SaukFest, Saukapalooza, speakers, comedians, poets, musicians,

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hypnotists and "novelty acts" (i.e. virtual reality games, game shows, etc.).

**PREVIOUS PROGRAM REVIEW**

1. Was the previous program review studied?

Yes  
 No

2. Were the plans identified in the previous program review carried out?

Yes, skip to question #4  
 No, continue with question #3

3. Why were plans *not completed*?

4. What innovations have been introduced since the previous program review?

The Student Activities Office, formerly named Office of Student Activities, Recruitment & Retention went through some staff changes since the 2003 program review. In 2007, to improve recruitment efforts, a Recruiter position was created and the Student Activities responsibilities were added to the Dean of Student Services who was responsible for Student Activities until Fall 2011. A part-time Retention Coordinator position was created to focus on the retention portion. Instead of having three areas combined, Sauk currently has a Student Activities/Cross-Cultural Coordinator, a Retention Coordinator, and two Recruiters.

Due to the Student Activities Office's staff changes, the STAR Program and Student Ambassador Program were combined, and since Student Ambassadors are responsible for recruitment events, they now report to the Sauk's two Recruiters.

In addition, Student Government officers are now serving as the Student Activities Board. They assist in choosing a diverse range of high quality, low-cost entertainment to students and promoting involvement and unity among Sauk students, staff and faculty. Student Government officers meet every other Monday with the SGA Advisor and the Student Activities Coordinator to plan events. Each Student Government officer chairs one or two events per semester. Events include cultural, educational, and recreational programs.

Student Activities paid for the Slammin' Sammy mascot outfit. Slammin' Sammy has been used at parades, school events and community events to promote Sauk. We also purchased a non-coin (free) pool table, ping pong table, and foosball table for a students' recreational area.

Student Activities paid for organization banners for every campus organization to help them promote themselves.

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Student Activities had the Buildings and Grounds department build “Root Beer Pong” tables, which are very popular with the students.

The following changes occurred to the Student Activities programming during the last five years:

- The Association for Disability Awareness, Health Careers Club, and PRIDE were reactivated due to student interest.
- Criminal Justice Club and Student Veterans Organization were started.
- A Leadership Conference was created and leadership training for officers was offered.
- A neutral position in Student Government – Elections Director – was created to oversee the election process of Student Government, and the officers’ application was updated to include more questions.
- Increased focus on educational programs by offering: Tunnel of Oppression, a presentation on Plagiarism & Social Networking, and an African-American Program. Also, serious issues such as alcohol/date rape and texting while driving dangers are now being addressed.
- New leisure programs offered: In-door ice-skating, dances, Chicago soccer trip, and Xbox tournaments.
- Free-for-Fall’s name was changed to SaukFest to give the event a more festive name and feel. A community agency and business showcase was added to this event.
- Saukapalooza, a spring celebration was started to introduce new officers and motivate students to join their organizations in the fall semester.
- Computer Nerd Herd, Table Tennis Association and Art Club are no longer active due to lack of student interest.
- Single Parent Association’s name changed to Student Parent Association to include all student parents.
- Some organizations such as Association of Latin American Students, P.R.I.D.E., Student Government, and Criminal Justice started creating Facebook pages.
- The Student Leadership Awards banquet was combined with the Student Support Services Graduation/Transfer Banquet.
- To foster leadership, the Student Activities Office continued to support the Skyhawk Challenge giving organizations the opportunity to move from “bronze wing” status to “silver wing” and then “gold wing” status.
- A Student Ambassador of the Year and Program of the Year Awards were added to the Student Leadership Awards.

The Student Activities Office works closely with the Marketing/Public Relations and Print Shop Department to advertise events. The following have been implemented:

- Individual program event posters are created and distributed around campus and in the community.
- An event series poster is created each semester to promote all semester events.
- Student organization banners were created to advertise clubs.
- All events are included on table tents to promote programs.
- Programs are advertised in the newspaper, radio, Facebook, TV monitors, chalking

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entrances and emails to students and Sauk employees. Events are also included on the Sauk Valley Area Chamber of Commerce's events calendar.

**FINANCES**

	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>
<b>*Budget</b>	<b>13,750</b>	<b>12,250</b>	<b>20,770</b>	<b>22,000</b>	<b>22,000</b>
<b>Expenditures</b>	<b>4,964.83</b>	<b>13,112.46</b>	<b>20,247.48</b>	<b>26,136.88</b>	<b>20,662.04</b>
<b>Under/(over)</b>	<b>8,785.17</b>	<b>(862.46)</b>	<b>522.52</b>	<b>(4,136.88)</b>	<b>1,337.96</b>

**\*Budget does not include salary.**

5. Describe what was done to improve the program's financial viability during the past five years.

In order to bring high quality programming to Sauk during FY 12, the Student Activities budget was increased from \$22,000 to \$33,000. Part of the Student Activities' budget was set aside to celebrate the different monthly observances/celebrations such as Hispanic Heritage Month, World AIDS Day, Disability Awareness Month, Black History Month, and Women's History Month.

Student Organizations are expected to be primarily self-sufficient, but many times Student Activities funds are needed to help a new student organization get started or to help them fund a major program/event. The Student Activities Office assists student organizations with their fundraising efforts by providing a popcorn machine and supplies to clubs and by offering them the opportunity to sell popcorn during basketball games. Student Activities also works and supports clubs with fundraising events such as bake sales, carnation and candy grams sales, etc.

Additionally, some money is made available each year specifically for student organization support. Approval of these funds takes into account the function/purpose of the request (i.e. how does the request fit into the college and/or student organization's mission, does it benefit many or few, etc.); the activity level of the requesting organization for that year/semester; participation in other college-sponsored activities/events; and the requesting organization's role in self-funding. Student organizations may request funds from SGA by following the Student Organization Allocation Procedures and by completing the Student Organization Allocation Request Form when making a request of this nature.

We purchased our own inflatable games (obstacle course, bungee run, and bounce house) which paid for themselves after three uses. Renting inflatables can cost up to \$3000 each time. The inflatables also serve as a fundraiser for student organizations. Student organizations that assist in the inflatable set up and tear down receive \$200 for their service.

A ping pong ball dispenser was purchased and students who use the ping pong table pay for their own ping pong balls, reducing expenses to the Student Activities budget.

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XBOX equipment was purchased for \$850 to offer tournaments for students. An outside agency usually charges around \$1600-\$1800 per event depending if they are traveling through the area.

To save money on supplies, Texas Markers (1/2", 1", and 3" wide) were purchased so student organizations could create their own banners without having to use the smaller head markers.

We have found a local DJ and SVCC student who plays music at our dances. This has cut the cost by half based on bringing in a DJ from Rockford.

6. Describe how the program's financial viability may be improved during the next five years.

The Student Activities financial viability may be improved by co-sponsoring events with community agencies, Student Support Services, PTK or any student organization, and/or by requesting more money from the Student Activities fee. A good example of how Student Activities started to cut costs is by combining the Student Leadership Awards banquet with the Student Support Services Graduation/Transfer Banquet and splitting the cost. Another way to improve financial viability is by utilizing local talent and our excellent instructors for educational programming.

Continue to promote student organizations' self-sufficiency by encouraging them to utilize the Student Activities equipment for fundraising.

7. Summarize the activities identified above in the operational plan under Goal 3. Indicate below if activities will be included in the operational plan.

Activities will be included in the operational plan.  
 Activities will not be included in the operational plan.

**STAFF**

8. Have 100% of the staff participated in professional development during the past 5 years?

Yes, skip to question 10  
 No, continue with question 9

9. Describe what can be done to assure that 100% of staff participate in professional development during the next 5 years?

10. Will staff need any specialized professional development in the next five years?

Yes, continue with question 11  
 No, skip to question 12

11. Summarize the *specialized* professional development what will be needed, who will participate and estimated expenses.

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The Student Activities Coordinator will continue to attend the Association for the Promotion of Campus Activities (APCA) Conference or the National Association for Campus Activities (NACA) Conference with the Student Government officers who serve as the Student Activities Board. Both of these conferences help increase the buying power of campus programming dollars. They focus on program planning, risk management, multicultural education, concert management, student and professional leadership development, student government and more. This year's attendance cost for APCA was \$2,300. If attending in the future, Student Activities will also need to pay for APCA's annual membership dues which are \$299 per year. NACA's Regional Associate Membership costs about \$360.

12. Describe any proposed staffing changes along with a rationale; indicate any announced retirements, and submit a completed *Personnel Change Request* form, **OR** indicate "None."

A student worker would be a good addition to the Office of Student Activities. Due to work and class schedules, Student Government officers are not always able to assist students in checking out game equipment and supplies. Since the Student Activities Coordinator is also in charge of Cross Cultural and International Students services, a student worker could assist in providing information, assisting with event planning, and assisting where needed.

13. Summarize activities that the department will perform to address professional development needs, or to propose staffing changes as described above, in the operational plan in the (under Objective 1.6); Indicate below if activities will be included in the operational plan, and indicate if a completed *Personnel Change Request* is attached.

- Activities will be included in the operational plan.
- Activities will not be included in the operational plan.
- A *Personnel Change Request Form* is attached.

**EQUIPMENT AND SUPPLIES**

14. Identify *current deficiencies* in equipment, software, and/or supplies that negatively impact the program (be as specific as possible), **OR** indicate "None."

Current speakers are inadequate. High quality/better speakers including (wireless and wired) microphones are needed for performers.

15. Identify *new and/or replacement* equipment, software, and/or supplies which are anticipated during the next five years, with cost estimates, **OR** indicate "None." Do not include items associated with the curriculum changes noted in prior section.

Estimated cost for speakers and microphone \$5000.  
Video game systems will need to be repurchased to keep up with technology in about 3 years.  
Estimated cost \$800-\$1000.

16. Summarize activities to acquire the needed equipment, software, and supplies as described above in the operational plan (under Goal 1 or 2), **OR** submit a completed *Equipment Request Form*. Indicate below if activities will be included in the operational plan, and if an *Equipment Request Form* is attached.

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<input type="checkbox"/> Activities will be included in the operational plan. <input checked="" type="checkbox"/> Activities will not be included in the operational plan. <input type="checkbox"/> A completed <i>Equipment Request Form</i> accompanies this program review.
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**FACILITIES**

17. Identify facility deficiencies that negatively impact this Unit, **OR** indicate “None.”

<p>2M18 is a good location for students who use the recreational game area located in the cafeteria. Although there are some positive aspects to this room, being located in the east end of the building presents a challenge for interacting with and being visible to students. One of the areas of concern is the lack of work area for students to make posters and to store the Student Activities supplies such as the big rolls of paper, paint, etc. A couple of clubs have also requested space to store supplies but this room is too small to provide space to them.</p> <p>Remodeling the old cafeteria dishwashing room could be a good option in the future for providing a work space and a student center. Increasing visibility and access to this office could assist in improving communication with students about campus and community involvement opportunities. This area is also big enough to have a more welcoming environment and include a sitting area, an informational section, and a supplies storage area. If the office is moved to a different location, the Student Activities/Cross-Cultural Coordinator will need to be assured of being able to maintain confidentiality in spoken as well as written communications since she also serves international and minority students.</p>
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18. Identify anticipated facility improvements and/or additional facilities that will be required during the next five years on-campus, **OR** indicate “None.”

<p>If unable to move to a more visible location on campus, better signage will be helpful for students to locate the current office.</p>
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19. Summarize activities to initiate on-campus facility improvements and/or additions as described above, in the operational plan (under Objective 5.1) **AND/OR** submit a completed *Major Project Request Form*. Indicate below if activities will be included in the operational plan, and if a *Major Project Request Form* is attached.

<input checked="" type="checkbox"/> Activities will be included in the operational plan. <input type="checkbox"/> Activities will not be included in the operational plan. <input type="checkbox"/> A completed <i>Major Project Request Form</i> accompanies this program review.
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**SERVICES**

20. Describe the efforts used by the Unit to evaluate the quality of services, the findings of those efforts, and how the Unit responded to the findings (include Unit surveys and graduate follow-up surveys); **OR** indicate “None.”

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The Noel Levitz Student Satisfaction Inventory was administered in 2010. The table below highlights items from the Noel-Levitz SSI that affect Student Activities. The satisfaction results indicate moderate satisfaction. The Office of Student Activities will continue to work in improving student satisfaction in these areas. The questions were rated on a 7-point scale.

<b>Importance</b>	<b>Item</b>	<b>Satisfaction</b>
6.13	28. It is an enjoyable experience to be a student on this campus.	5.34
6.16	36. Students are made to feel welcome on this campus.	5.58
5.65	38. The student center is a comfortable place for students to spend their leisure time.	5.15
5.50	44. I generally know what's happening on campus.	4.97

21. Describe the results of the Unit's efforts to improve efficiencies, **OR** indicate "None."

Space was created in Room 2M18 for the Student Activities Office. The office is located on the second floor, in the east end of the building. This change was very positive because the Student Activities Coordinator/Cross-Cultural Coordinator and SGA members are able to share a space and answer questions about student organizations and assist students in checking out pool/ping pong/foosball table equipment for students to play in the cafeteria's recreational area. The office is shared with the AmeriCorps Volunteer Coordinator which is also a benefit since the Student Activities Coordinator can request AmeriCorps volunteers for major events.

22. Describe changes to improve efficiencies or services that will be proposed during the next five years; **OR** indicate "None."

- Moving the office to a more central location.
- Increase communication and collaboration with faculty to provide events that complement academic programs and provide students with opportunities to learn and grow through their involvement experiences.
- The Office of Student Activities will conduct ongoing data collection to determine efficiency of services to students.

23. Summarize changes that will be made to improve efficiencies as described above, in the operational plan under Objective 1.4, or 1.6, or 3.3. Indicate below if activities will be included in the operational plan.

Activities will be included in the operational plan.  
 Activities will not be included in the operational plan.

**FUTURE DIRECTION**

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24. Describe possible changes that may be imposed on the College that could impact the Unit, such as changing laws, regulations, demographic or environmental changes: **OR** indicate "None."

None

25. Describe the future vision of the Unit.

- The Office of Student Activities will continue to expand educational programming and will continue collaborating with the Marketing and Public Relations Department in promoting events/activities.
- When possible, the office will purchase its own equipment in order to save money and not rely on vendors or rely on borrowing equipment from staff and/or students. One example of this would be purchasing a high quality sound system.
- Include video testimonials from active students on the Student Activities webpage.
- Adding the Student Activities calendar of events on the webpage.
- Creating a Student Activities' Facebook page.
- Mailing a "Welcome to Sauk" postcard with Student Activities information to all students in the beginning of the fall and spring semesters inviting them to visit the office and to join student organizations.
- Open the office during night hours at least once a week to provide information to night students.

26. List the top five priorities to strengthen the Unit during the next five years.

- 1) Increase event evaluation efforts.
- 2) Increase faculty support for student activities by sending special notification reminders and obtaining input for programs.
- 3) Increase office visibility to increase student involvement.
- 4) Student worker support for the Student Activities office operations.
- 5) Maintain at least 12 to 15 clubs on campus.

**KEY QUESTIONS**

27. List key questions that the Unit will research and answer for this program review.

1	What type of programming do students prefer: live entertainment or interactive activities?
2	What are the best days of the week and times for events to be held?
3	What type of new student organizations would you like to see on campus?

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28. For each question, discuss why the question is important to answer, the data that was collected, conclusions drawn, and actions that will be taken in response to the conclusions. Limit discussion to one page or less per question.

1	A survey is planned to be administered in April 2012. Survey sample is attached to this document and will help us understand the needs and wants of the students so we can identify strengths and opportunities for improvement and help us make better use of the Student Activities budget.
2	

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**STUDENT & ACADEMIC SUPPORT SERVICES REVIEW  
SUMMARY REPORT**

***Required ICCB Report***

**Sauk Valley Community College**

**Academic Year 2010-2011**

<b>Service Area (Unit)</b>	Office of Student Activities
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**Major Findings and Improvements/Modifications**

*A brief description (150 words or less) of the improvements made since the last review or reasons for other program decisions, proposed action plan for future improvements and an estimated timeline.*

- In following students’ suggestions from the previous program review, Saukapalooza was created to offer a welcoming atmosphere that provides food, entertainment, community information, and a student organizational fair for students.
- Based on student/staff suggestion for more social/leisure-time activities for students and more “7 o’clock” performances, comedian and mentalist presentations have been offered on Thursday nights attracting about 180-190 students and community members per event. Day events range from 50 to 120 attendees per event.
- The Student Activities Office will continue to work closely with the Marketing/Public Relations and Print Shop Department to advertise events.
- The Student Activities Office will continue to increase its focus on educational programs by obtaining student and faculty input and collaboration.

**Statewide Program Issues (if applicable)**

*A brief description of emerging state-level problems and/or program issues that will eventually affect programs offered by the colleges and cannot be addressed at the local level. Such problems/issues might include licensure changes, trends in occupational demand, and developments in disciplines or modifications to university transfer policies.*

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**BEST PRACTICES REPORT**

*Optional ICCB Report*

Sauk Valley Community College

Academic Year 2010 – 2011

**Title of Best Practice**

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**Programmatic Area**

- Academic Discipline
- Career and Technical Education
- Cross-Disciplinary
- Student & Academic Support Services

**Description of the innovation/best practice (150 word limit)**

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**What are the results/measurable outcomes?**

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**Contact Information**

Sauk Valley Community College Name & Title: Phone Number: E-mail Address:
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**SIGNATURES and APPROVALS**

<b>NAMES AND SIGNATURES OF THE PROGRAM REVIEW TEAM</b> Add lines if needed Signatures indicate that team members concur with the findings of the program review.	
NAMES (Indicate chair/co-chairs)	SIGNATURES
Ana Salgado, Student Activities/Cross-Cultural Coordinator	
Luis Moreno, Dean of Student Services	
Sarah McFarlane, Retention Coordinator	
Keith Cameron, English Faculty	
Josh Halstead, Student Trustee	
Rebecca Muñoz-Ripley, Director of Marketing & Community Services - YWCA of the Sauk Valley	

<b>PROGRAM REVIEW COMMITTEE</b>	
This Program Review is complete and acceptable.	
This Program Review is complete but the conclusions <i>are not</i> fully substantiated.	
This Program Review is incomplete and unacceptable.	
Comments are attached (optional)	
Program Review Committee Chair; Date	
Program Review Committee Co-Chair; Date	

<b>ADMINISTRATIVE APPROVALS</b> Administrative signatures indicate an acceptance of the program review	
Dean or Program Administrator	
Academic Vice President (if appropriate)	
President	

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