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|  | **Non-Academic****Program Review** |

DATE: type today’s date

SUBMITTED BY: name of person making submission

YEAR: type academic year

DEPARTMENT: type department name

PARTICIPANTS: type all participant names

Non-Academic Program Review (NPR) provides offices, programs, or departments an opportunity to systematically assess and reflect upon effectiveness and efficiency in operations. The Program Review process provides information that supports decision-making at the college, leads to improvement of services, and contributes to the Strategic Plan implementation. The Institutional Assessment Handbook (see HLC 2025 Resource Room > Assessment folder) includes further information to help Departments complete this report. Contact the Assessment Committee for questions.

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1. What was/were the department’s assessment goal(s) for this reporting year? (See Assessment Handbook)

Click or tap here to enter text.

2. What were the desired outcomes? (See Assessment Handbook)

Click or tap here to enter text.

3. List the assessment methods. Are they direct or indirect? (See Assessment Handbook)

Click or tap here to enter text.

4. Summarize the assessment data findings for this reporting year.

Click or tap here to enter text.

5. What is your analysis of the assessment findings?

Click or tap here to enter text.

6. What is the action plan for the next academic year? How do you plan to improve what you are doing?

Click or tap here to enter text.

7. If the action plan includes increases in human or fiscal resources, indicate the needs here. If additional funding is needed, your administrator must approve the action plan. Contact your administrator for further information regarding this plan.

Click or tap here to enter text.

**8.** **Complete the department’s Accomplishments item(s) for the reporting year for the Assessment Committee.**

[ ]  Goal 1: Mission Driven UA Rich Mountain's mission is a guide to all operations.

Click or tap here to enter accomplishment.

[ ]  Goal 2: Operate with Integrity UA Rich Mountain acts with integrity in its operations.

Click or tap here to enter accomplishment

[ ]  Goal 3: Provide High Quality Education UA Rich Mountain provides high quality education, wherever and however its services are delivered.

Click or tap here to enter accomplishment.

[ ]  Goal 4: Continuous Quality Improvement UA Rich Mountain evaluates the effectiveness and quality of student learning to promote improvement.

Click or tap here to enter accomplishment.

[ ]  Goal 5: Effective & Efficient Operations UA Rich Mountain is effective and efficient within its operations and infrastructure.

Click or tap here to enter an accomplishment.

**9. List any proposed additions (strategies or actions) to the Strategic Plan for the College Effectiveness Committee.**

Click or tap here to enter text.

**10**. **List all internal and/or external** **evidence documents** that you have uploaded. These include evidence for the Program Review, Accomplishments, and any documents needed for the next HLC Assurance Argument (Refer to 2019 Assurance Argument on Intranet).

Click or tap here to enter text.

**11.** Department Directors must mark the Self-score section of the attached rubric before uploading this report to the HLC 2025 Resource Room to the Non-Academic folder. Your Administrator will finalize the rubric.

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| **Rubric for Non-Academic Department Reports****Select score from drop-down lists** |
| **3 = Excellent 2= Satisfactory 1=Revision needed 0 = Missing** |
| **Department or Program Information** | **Self-score** | **Supervisor score** |
| Assessment goals and outcomes for the completed year are clearly state (1,2) | Choose a score. | Choose a score. |
| Findings and analysis include methods and data. (3,4,5) | Choose a score. | Choose a score. |
| Action plan is discussed (6) | Choose a score. | Choose a score. |
| **Accomplishments and Strategic Plan Information** |  |  |
| Accomplishments are correctly written and listed under appropriate goal(s). (7) | Choose a score. | Choose a score. |
| Proposed additions to the Strategic Plan are included (8-optional)  | Choose a score. | Choose a score. |
| Evidence documents for Accomplishments and Assurance Argument are listed-and should be uploaded (9) | Choose a score. | Choose a score. |
| **Administrator Comments:** Type here for Supervisor’s Comments. |  |  |