# **Business Summary Repot Templates**

Program Review for \_

Fiscal Year \_

Unit Mission-Describe alignment with University Mission

Unit Goals and Objectives- Briefly describe Attainment/Lack of Attainment of Previous

Goals/Objectives

Statistical Information -Explain Enrollment/Usage Trends and Cost of Operation

Student Learning Outcomes (If applicable)-Briefly describe Student Learning

Outcomes, Assessment Methods, Results, Implementation of Changes to Increase Student Learning

Unit's Major Strengths –Summarize accomplishments of the unit highlighting actions that support the University Strategic Plan.

Unit's Major Weaknesses –Summarize the weaknesses and what actions will be taken

To resolve the issues

Proposed Changes for the Future –Summarize what short and long term goals have been developed for the unit along with the estimated costs associated.