

APPENDIX F

Executive Summary Format/Template- _____ Academic Year

Unit: _____

Self-Study Committee Members: (List of Member by Name/Title)

Description and Current Status:

Provide a brief (< 100 words) description of the Unit and its current status (summarize from body of report).

Analysis:

List strengths and areas of improvement/future direction in the format provided below for each of the three major areas (summarize from body of report).

Staffing

- Strengths

- Areas for Improvement/Future Direction

Equipment/Technology

- Strengths

- Areas for Improvement/Future Direction

Facilities

- Strengths

- Areas for Improvement/Future Direction

Recommendations/Specific Actions:

List recommendations/specific actions to be taken (summarize from body of report).