**ROUTING SLIP**



**Student Affairs Program Review**

**Unit:**

**Date Submitted:**

**Unit Lead:**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_ 1. | Unit Lead emails Student Affairs Program Review  (SAPR) to the Chair of the Student Affairs Program Review Committee (SAPRC). |
| \_\_\_\_\_\_\_\_\_\_ 2. | Unit Lead delivers/mails original signed hard copy of the Executive Summary along with this routing slip to the Chair of the SAPRC. |
| \_\_\_\_\_\_\_\_\_\_ 3. | Chair of the SAPRC emails a status update on all SAPRs to the Vice President for Student Affairs. |
| \_\_\_\_\_\_\_\_\_\_ 4. | Chair of the SAPRC uploads SAPRs to Blackboard. SAPRC members read and evaluate assigned SAPRs. |
| \_\_\_\_\_\_\_\_\_\_ 5. | SAPRC members email Reader Reports to the Chair of the SAPRC. |
| \_\_\_\_\_\_\_\_\_\_ 6. | Chair of the SAPRC sends Summary of Reader’s Reports to Unit Lead and appropriate School Dean. |
| \_\_\_\_\_\_\_\_\_\_ 7. | SAPRC Reader Teams provide brief status updates of all SAPRs to other committee members at an SAPRC meeting. |
| \_\_\_\_\_\_\_\_\_\_ 8. | Co-Chairs of the Institutional Program Review Committee (IPRC) present SAPRs as an “Information Item” to the Southwestern College Governing Board. |
| \_\_\_\_\_\_\_\_\_\_ 9. | Faculty Co-Chair of the IPRC copies all SAPRs into Public Folders. |
| \_\_\_\_\_\_\_\_\_\_ 10. | Faculty Co-Chair of the IPRC prepares prioritization lists for Shared Consultation Council (SCC) Standing Committees. |