



Executive Summary of Review Process

*Professions (CHP) Advising Center's Self-Assessment*

*College of Health*



## CAS Raters Definitions

## Summary of Initial Findings

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## Recommendations

## Self-Assessment

Part 1: Mission



*Areas Requiring Follow-Up:*

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*Action Item:*

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*Achievements:*

Part 2: Program and Services

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Part 3: Student Learnin

Part 5: Access, Equity, Diversity, and Inclusion

*Areas Requiring Follow-Up:*

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*Action Item:*

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*Achievements:*

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Part 6: Leadership, Management, and Supervision

*Areas Requiring Follow-Up:*

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*Action Item:*

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*Achievements:*

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Part 7: Human Resources

Part 9: Ethics, Law, and Policy

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- \_\_\_\_\_
- \_\_\_\_\_

*Areas Requiring Follow-Up:*

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*Action Item:*

- 
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*Achievements:*

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Part 10: Financial Resources

*Areas Requiring Follow-Up:*

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*Action Item:*

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*Achievements:*

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Part 11: Technology

*Areas Requiring Follow-Up:*

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*Action Item:*

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*Achievements:*



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## Part 12: Facilities and Infrastructure

### *Areas Requiring Follow-Up:*

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### *Action Item:*

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### *Achievements:*

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Additional Information:

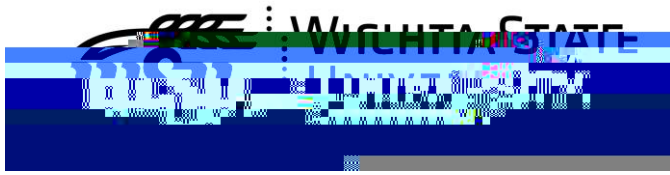
List Actions Taken with Completion Dates

Describe Lessons Learned that Can Be Applied to the Next Program Review Cycle

List Student Learning Outcomes and Program Outcomes to be Measured in the Next Two Years in Anticipation of the Next Program Review Cycle

Final Comments





**Minimum Experience Requirements:** (If more lines are needed, go to the last line in this table and tab to create the next numbered bullet.)

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|----|---|
| 1. | 1-2 years of successful experience in university advising or student services support role (i.e., advising, financial aid, admissions, registration, and student accounts). |
| 2. | Experience evaluating academic transcripts in a college setting.  |

**Job Duties:** (If more lines are needed, go to the last line in this table and tab to create the next numbered bullet.)

<b>% of Duty</b>	<b>Responsibility/Duty</b>
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		<ul style="list-style-type: none"> <li>• Assist in application review to CHP programs including tracking of general education, program prerequisites and graduation requirements.</li> <li>• Plan, implement and participate in WSU/CHP recruitment and retention events on and off campus.</li> <li>• Collaborate and participate in University Admission events, both on and off campus, as necessary.</li> <li>• Assist CHP departments with on campus recruitment events unique to the professional disciplines they represent.</li> <li>• Assist with annual review and edits of CHP program marketing materials and Student Services website.</li> <li>• Assist with CHP scholarship application and review process.</li> </ul>	
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3. 10% **Assist with other responsibilities as needed to meet the mission of the department in the following areas:**

- Recruitment and retention program and events.
- Enrollment data coordinator.
- Transfer equivalency coordinator.

lifting \_\_\_\_\_ pounds \_\_\_\_\_

hearing \_\_\_\_\_

sliding \_\_\_\_\_ pounds \_\_\_\_\_

sitting \_\_\_\_\_

carry \_\_\_\_\_ pounds \_\_\_\_\_

other: \_\_\_\_\_

**Explain Physical Job Requirements:**

- Ability to communicate clearly in person
- Ability to communicate clearly on the telephone
- Ability to communicate clearly in writing (email and letters)
- Ability to move recruiting materials weighing up to 40 pounds to meeting locations andm /Artifact BMC 48.3714.24 06-4