

**Program Review Memorandum of Understanding
Co-Curricular Template
Date**

Plan for Improvement: Recommendations from the Program Review:

List the recommendations that emerged from the program review that will be pursued to improve the programs housed in the co-curricular unit.

Action Steps for Implementing Improvements:

Indicate the actions steps and timeline that will be followed to implement the recommendations being pursued. Please note: Not all recommendations listed need to be implemented.

Assessment Measures:

What assessments will be done to determine if the recommendations are leading towards the desired improvements? How will we know if we have been successful?

Financial Implications of the Action Steps:

Are there any financial implications associated with the actions steps coming from the program review recommendations? If so, what is the timeline and estimated scope of each need listed?

Areas of Accountability:

Are there areas identified by the administration that need particular attention during the next review cycle period? If so, indicate what they are and how and when they will be addressed.

Agreement:

The Vice President and the **[name(s) of co-curricular program(s)]** mutually agree to pursue these recommendations for the **[name(s) of co-curricular program(s)]**.

The Vice President will provide material and administrative support for the actions taken as the result of the recommendations provided that the **[name(s) of co-curricular program(s)]** makes satisfactory annual progress on the initiatives.

The **[name(s) of co-curricular program(s)]** will carry out these actions and submit annual report of progress.

