UW-Superior Program Prioritization
Academic Support Services and Administrative Program
Review Template (Due: Dec. 6, 2013)

Criterion 1: Program summary and alignment with campus mission

Criterion 1A: State the purpose of your program and discuss its alignment with the current UW-Superior mission. (maximum of 150 words).

UW-Superior Mission: The University of Wisconsin-Superior fosters intellectual growth and career preparation within a liberal arts tradition that emphasizes individual attention and embodies respect for diverse cultures and multiple voices.

To accomplish these ends, the University will:

1. Provide students with a carefully articulated and comprehensive foundation in liberal studies as a base for all degree programs.
2. Award baccalaureate degrees in selected fields in education, the arts and the humanities, in the sciences and social sciences, and in business.
3. Offer graduate programs in areas associated with its undergraduate emphases and strengths.
4. Extend its undergraduate and graduate resources beyond the boundaries of the campus through distance learning programs.
5. Expect scholarly activity, including research, scholarship and creative endeavor, that supports its programs at the associate and baccalaureate degree levels, its selected graduate programs and its special mission.
6. Engage in appropriate interinstitutional relationships to enhance educational and service opportunities.
7. Foster, with University of Wisconsin-Extension, the development of cooperative and general outreach programming and the integration of the Extension function with that of this institution.

Criterion 1B: Describe the functions and activities of your program. (maximum of 150 words)

As you describe your program please consider the following definitions:

- Essential – critical to the day to day functions of the institution
- Mandated – required by federal regulations, state law, University policy, etc.

Criterion 1C: State your program goals and identify your progress toward achieving them. (maximum of 150 words)

Criterion 1D: Describe the evolution of your program and its unique niche at UW-Superior. (maximum of 150 words)

 Criterion 2: External and Internal Demand

Criterion 2A: What constituencies are served by this program? Estimate the number served each year over the last three years served. (maximum of 150 words)
Criterion 2B: Explain any fluctuations in demand over the past three years. (maximum of 150 words)

Criterion 2C: Explain how you measure or determine user demand for the program. (maximum of 150 words)

Criterion 2D: Explain anticipated fluctuations in demand. (maximum of 150 words)

Criterion 2E: List other programs on campus, within the UW-System, and/or external with which your program has the most continual interaction and explain briefly the nature of those interactions. Consider examples of dependencies and negative impacts if your program/services were not available. (maximum of 300 words)

Criterion 2F: List other programs on campus or within the UW-System that are providing a service or function similar to the one provided by your program. (maximum of 150 words)

Criterion 3: Quality

Criterion 3A: Detail benchmarks or other external quality indicators and how you use them to measure your program’s quality. (maximum of 150 words)

Criterion 3B: Detail benchmarks or other internal quality measures and how you use them to measure your program’s quality. (maximum of 150 words)

Criterion 3C: Describe any accomplishments of the program in the past three years that go above and beyond your program’s stated purpose (for example: large projects that came in under budget, awards and recognition received, level or quality of services which were significantly higher than external benchmarks). (maximum of 150 words)

Criterion 4: Operational Effectiveness

Criterion 4A: Describe how you measure cost-effectiveness (for example: financial stewardship, how do you measure your program’s cost effectiveness as compared to your peers). (maximum of 150 words)

Criterion 4B: Describe what attempts have been made by the program within the last three years to cut costs and or operate more efficiently. Consider changes in capacity in addition to actual expenditures. (maximum of 150 words)

Criterion 4C: Describe how effectively and efficiently staff resources are being used. Attach an organizational chart that identifies every job classification in the program, including a list of the top three or four functions carried out by each. (maximum of 150 words)

Criterion 4D: Describe what revenues or other resources are generated by the program. Explain attempts made in the last three years to generate new revenue and results of those attempts, if any. (maximum of 150 words)
Criterion 4E: Describe how non-revenue/non staff resources are being used effectively and efficiently (for example: capital assets, fleet vehicles, sustainability). (maximum of 150 words)

Criterion 5: Opportunity Analysis

Criterion 5A: Describe opportunities for cost-saving (for example: automating, consolidating, collaborating, or eliminating functions, and/or performing functions elsewhere in the university or by an outside contractor). (maximum of 150 words)

Criterion 5B: Describe opportunities for additional revenue or resource generation. (maximum of 150 words)

Criterion 5C: Describe opportunities for improving the effectiveness and efficiency of staff (for example: development, technology, elimination of redundancy, cross-training). (maximum of 150 words)

Criterion 5D: Describe what it would take to make the program exemplary (for example: staff, equipment and/or technology, additional functions, restructuring, greater impact). (maximum of 150 words)