

Administration & Finance Program Review Committee Member Checklist

Phase 1 (Begins, month 1)

- Note Phase 2 schedule

Phase 2 (Begins, approximately, month 10)

- Read self-study binder carefully
- Along with the committee chairs, determine the research tools to be used
- Volunteer to serve as sub-committee chair or sub-committee member
- Participate in research
- Attend all sub-committee and committee meetings
- Assist in the writing of the sub-committee report for submission to the committee chairs along with the raw data
- Using your professional experience, understanding, and the results of your sub-committee's research, provide input into the drafting of the initial report (executive summary, findings, recommendations)
- Provide input into the completion of the final report