

**Co-curricular Program**

**Suggested Data Exhibits Checklist**

A self-study should contain analyses of data regarding the program’s quality and viability/sustainability. The table below is a list of the data elements to expound upon in your self-study report. It also provides the information where you can find the data.

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| **☑** | **Data Exhibits** | **Where to Find** |
| **Standard 1. Mission and Vision** |
| □ | 1. Date of program’s establishment | IRE |
| □ | 2. Program’s mission | Program’s website |
| □ | 3. Program’s goals | Program’s website |
| **Standard 2. Products and Services** |
| □ | 1. Program utilization statistics by students | Program  |
| □ | 2. Program utilization statistics by employee | Program |
| **Standard 3. Program Fitness** |
| □ | 1. Number of the staff | IRE, and/or BOT November report |
| □ | 2. Staff’s demographics (age, gender and ethnicity) | IRE, and/or BOT November report |
| □ | 3. Distribution of staff’s years at WesternU | Staff Qualifications Table |
| □ | 4. Staff’s skill | Staff Qualifications Table |
| □ | 5. Student-staff ratio for the past 5 years  | Staff Qualifications Table |
| □ | 6. Employee-staff ratio for the past 5 years | BOT November |
| □ | 7. Physical space (office, meeting and other relevant spaces) | Facilities |
| □ | 8. Computers | IT |
| □ | 9. Staff support services (IT, etc.) | IT |
| □ | 10. Staff participation in development opportunities related to the program | LEAD |
| □ | 11. Operational budget (revenues and expenditures) and trends over a past 3-5 years period | BOT November report |
| **Standard 4. Program Effectiveness** |
| □ | 1. Program learning outcomes | Program website |
| □ | 2. Annual assessment report | IRE Assessment SharePoint |