**Non-Academic Bi-Annual Review Form**

**Years Two and Four of the Program Review Cycle**

The Coconino Community College bi-annual review will consist of two areas: an update to the Program Review Action Plans/Recommendations and a review of any student service evaluations taken.

Prior to completing the Bi-Annual Review form, the Assessment Coordinator will provide the program with the Program Review Actions Plans/Recommendations from the last completed program review. In Year Four, the previous Bi-Annual Review information will be provided as well.

Provide a status update to any of the recommendations. Then analyze any student service evaluations taken during the previous two years. Attach any department/program minutes or other appropriate documentation that recorded discussion of updates to recommendations or of student service evaluation.

**I. ACTION PLAN/RECOMMENDATION UPDATE *\*Repeat 1-5 for each Action Item list below.***

**1. Action Item # (# as indicated on last completed program review):**

**2. Anticipated date for completion:**

**3. List potential benefits to student success:**

**4. Status Update (Only Update during Bi-annual Review Reporting)**

**5. Last reviewed date:**

**II. EVALUATION OF STUDENT SERVICES *\*Repeat 1-5 for each service evaluated. If only one service is evaluated, answer 1-5 once.***

**1. Description of Service Provided:**

**2. Method of Evaluation:**

**3. Semester Information Gathered:**

**4. Results of Evaluation:**

**5. Associated Benchmarks:**

**III. ANALYSIS** (Examine the results for evidence of learning, trends, and whether the results inform quality improvement efforts)**:** Click or tap here to enter text.

**IV. UPDATE ON ANY PREVIOUS ACTIONS:** Click or tap here to enter text.

**V. FUTURE ACTIONS:** Click or tap here to enter text.