

EOF Program Campus Site Visit Questions

1. Does the program have a clearly defined mission and goals? Does staff have a sound understanding of the statewide EOF mission as well as the campus program's mission, goals and objectives? (**EOF Regulations section 9A:11-1.3 EOF Mission Statement; 9A:11-6.1 Renewal Application Process for Article III Student Grants and Article IV Program Support Funds; CAS Standards Parts 1 Mission, 2-Program, and 4-Organization and Management**)

2. Does the program director have sufficient authority to manage program staff and components as reflected in the (**EOF Regulations 9A:11-4.4 Institutional Administration; CAS Standards Parts 3-Leadership, 4-Organization and Management and 5-Human Resources**)
 - If not provide specific examples.
 - Is there evidence of a supportive working relationship between the program, reporting supervisor and key offices/individuals with whom the program and staff interact?
 - Do adequate procedures and relationships exist to support the following key program and student support functions:
 - a. Identification, recruitment and admission of EOF students including the use of both quantitative, qualitative and individual review of student applications;
 - b. Income eligibility determination;
 - c. Packaging financial aid for EOF students;
 - d. Assessment of students' needs and skills;
 - e. Monitoring student academic progress;
 - f. Early identification of learning and class-related issues and referral to appropriate services such as tutoring/counseling; and
 - g. Academic advisement and course placement.

3. Is the institutional leadership (i.e. program supervisor, etc.) abreast of the current status and needs of the program? How does the program director keep leadership informed regarding program developments? (**CAS Standards Parts 3-Leadership and 10-Campus and External Relations**)

4. Are program services structured and coordinated intentionally (as described in *CAS Standards*, to effectively assist students' academic and social transition to college consistent with the regulations)? (**EOF Regulations section 9A:11-4.8 Eligible Program Support Components; 9A:11-5.3 Summer Program Requirements; CAS Standards Part 2-Program, and Part 4-Organization and Management**)

5. Is there evidence that the program is adequately staffed by individuals qualified to accomplish the program's mission and goals; possessing a combination of knowledge and experience in working with individuals who are traditionally under-represented in post-secondary education? Are staff abreast of current research/literature (e.g., student retention)? **(CAS Standards Part 5-Human Resources)**

6. Does the program use outcomes information, assessment and evaluation to help guide decision-making and delivery of services? **(EOF Regulations section 9A:11-5.6 (b) Summer Program Evaluation; 9A:11-6.14 Recordkeeping and Data Collection; 9A:11-6.15 Program Improvement and Evaluation Process; and CAS Standards Part 13-Assessment and Evaluation)**

7. Based upon interviews, what are considered the strengths of the campus program? What areas require improvement? Additional resources?

Attachments