**Executive Summary Template**

**Save this template or your own version and submit your Executive Summary Here:** [**https://www.lanecc.edu/academicprogramreview/submit-documents**](https://www.lanecc.edu/academicprogramreview/submit-documents)

The executive summary is a 1-2 page document. The audience for the executive summary will be all Lane program faculty, staff and administrators. As outlined in the APROC Handbook, your executive summary should provide a synthesis response to inquiry questions and your analysis of the data; it should address whether and how your program meets and/or plans to meet current disciplinary or industry standards and/or workforce needs. In addition to the recommendations from your own inquiry and your external peer reviewers’ recommendations, you may wish to include lessons learned from the self-study process.

**Program NAME** Click here to enter text.

1. **Program Review Committee Lead**

Click here to enter text.

1. **Program Review Committee Members**

Click here to enter text.

1. **Administrative Management Team Members**

Click here to enter text.

1. **Program Description and Overview**

Click here to enter text.

1. **List and discuss major *strengths* for the department/program.**

Click here to enter text.

1. **List and discuss major *concerns/challenges* of the department/program.**

Click here to enter text.

1. **List and discuss major *opportunities identified* for the department/program.**

Click here to enter text.

1. **Summarize *recommendations* developing from your inquiry. (Recommendations are high-level descriptions of work that will address strengths, concerns/challenges and opportunities identified. They emerge from your own self-study inquiry and observations from External Peer Reviewer. They provide the frame for your action plan)**

Click here to enter text.

1. **Other Relevant Information if applicable**

Click here to enter text.