This form is utilized by the Ram Plan Review Committee members to review applications. It can also be utilized by individuals who are completing an application to check their work, as well as by directors and supervisors as they are completing their reviews. Applicants who utilize this form may find the review process to be easier and may receive approval faster. Applicants should assume the review committee has no prior knowledge of the experience when completing the application (as that will be true in some instances).

**Instructions**

Please complete this form based on the application materials provided.

|  |  |
| --- | --- |
| General Information | Comments |
| Experience Title |  |
| Host Department(s) |  |
| Professional(s) Who Submitted Experience |  |
| Director Who Approved Experience |  |
| Review Team |  |
| Date Reviewed |  |
| ~~Date Feedback Provided~~ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Application Category | Application Criteria | Criteria Met (Y/N) | Comments |
| General Strengths of the Experience | Example: Thank you for clearly indicating where the learning outcomes are being covered in the content. This was incredibly helpful to us as reviewers. |  |  |
| Experience Title | The title is not more than 48 characters (including spaces). It is clear, easy-to-understand, and uses inclusive language, without acronyms. Parents, students, alumni, faculty, and donors would understand the purpose of the experience.  |  |  |
| Experience Overview & History | The program is filling an important need or gap in students’ co-curricular education. The content has been created by someone at WCU or credit has been given to use the content/permission has been granted by the author. Information about the start and/or evolution of the program has been provided.For third party organizations, a review was conducted of the organization including their history, expertise, clientele, affiliations, testimonials, funding, etc. All appear to be in good standing.  |  |  |
| Experience Description | The description is brief, explains who the experience is designed for, what the audience will learn or do during the program, and how to register for the program (if applicable). |  |  |
| Focus Areas | Between 1-3 focus areas have been chosen. Students would likely use these focus areas to find the program. The focus areas make sense given the program title, experience description, and informed framework. |  |  |
| Informed Framework | The program is connected to at least one theory, model, research article, literature review, annotated bibliography, or promising practice. There is a clear connection between the informed framework, the focus area, and program content. |  |  |
| Social Justice Practices | Social Justice practices address systems of oppression in the areas of equity, access, participation, education, and human rights. At least one social justice practice has been incorporated into the design, development, and delivery of the experience.  |  |  |
| Learning Goal | The learning goal aligns with at least one of the learning outcomes. |  |  |
| Learning Outcomes | Between 1-3 learning outcomes are provided. They follow the ABCD format and are a good fit based on the experience title and description. The learning outcomes are taught through the experience materials.For experiences offered by third parties, this information may not be available. |  |  |
| Experience Materials | It is clear where the learning outcome(s) is being taught in the experience materials. The quality of the materials is good and follows basic Universal Design practices.For experiences offered by third parties, this information may not be available. |  |  |
| Program Assessment Content | The learning outcome(s) in the application is covered in the assessment question(s). The learning outcome(s) language and corresponding assessment question(s) are closely aligned. The response options will work with automatic scoring in Qualtrics, RamConnect, or D2L (if applicable).For experiences offered by third parties, this information may not be available. |  |  |
| 3rd Party Program Assessment Verification | A confirmation or certificate is provided once a student has successfully completed the assessment. |  |  |

**Opportunities for Future Improvements:**

|  |  |
| --- | --- |
| Application Component | Notes |
| Example: Experience MaterialsExample: Experience Materials | It may be helpful to create a facilitation guide to ensure the content is delivered consistently over time and by various facilitators.There were some grammar/spelling errors that could be easily fixed with spellcheck. |
|  |  |

**~~Notes from Feedback Conversation/Email (if applicable):~~**