

**Cerritos College**  
Academic Year [XX-XX] [Department Name]  
SELF-STUDY EXECUTIVE SUMMARY

**I. Mission**

Functional area/department/office mission, if applicable

**II. Program Review Process**

Provide a brief overview of the program review process for your department or program. Include an explanation of who comprised the internal and external review teams.

**III. Summary of Findings**

- A. Describe conclusions (description of what you learned that was significant)
- B. Describe meaningful limitations to completion of the program review (e.g. if you could not score particular sections of the CAS SAG, if you lacked data/evidence to support your review, or any other restrictions that have impacted your review) and why
- C. Describe the primary strengths and weaknesses of the program and how these have changed over time (if using CAS, reference the criterion numbers (i.e., 1.4.1) from the program self-assessment guide where appropriate)
- D. Describe the innovative programs/services/practices that the functional area has initiated with respect to “best practices” in the field

**IV. Recommendations**

List, in order of priority, and briefly describe improvements needed and the actions to be taken, noting completion dates and responsible position(s), as well as resources needed.