

Support Services Review Update Template

Suggested template for SSR annual update submission

Update Year: 2012

Unit Name:

[Click here to enter text.](#)

Today's Date: April 11, 2012

Unit Review Leader:

[Click here to enter text.](#)

Data Update: (Please enter and update information)

Primary Service Issue	Improvement	Measure	Baseline	Target	Current
Inconsistency across the college causes confusion among students	Yes	# of complaints	Number of complaints for 2011	Decrease number of complaints by 5% by Fall 2012	Click here to enter text.
Need more developmental classes	Yes	# students not able to enroll in classes	# students on waitlis	Fall 2012	Click here to enter text.
Increase/redesign space	Facility Request to Increase space for student traffic areas	Project completed	C urrent space	Complete by Summer 2012	Click here to enter text.
Budget cuts	Yes	No decrease in budge	2011 budget	Fall 2011	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	

[Enter the information from last year's report into the corresponding fields and fill in the updates](#)

Narrative Update: (Please supply a narrative explanation on the progress of your improvement)

In order to address inconsistent information and services, more professional development workshops are offered. Staff at SAC have been provided with more training .

Communication with developmental departments continues. The waitlist system has contributed to less students needed developmental courses.

Dean of Student has been working with the Campus Manager and Facilities staff to identify front areas that can improved. Funds are being requested to make minor modifications at this time.

During SWOT staff was concerned about budget cuts. However, the department and staff were not affected.

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