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Unit Review Leader: Charles Quinn
Unit Name: Business Studies

1.

What improvements have been planned/implemented:

I plan to meet in-person with each department chair in the division at least once each semester. When possible, I will also meet with other faculty and staff that are available before or after a meeting with a department chair.

2.

How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve:

Based on my experience, face-to-face meetings with department chairs are always more productive than phone conversations. More in-depth information is discussed and it boosts the morale of the department chairs. Meeting individually with faculty and staff keeps me connected with their concerns and improves communication and morale within the division.

3.

Measures: what measures are going to be used to determine if the improvements were successful.

Track which campuses are visited each semester. Priority will be given to campuses at which department chairs have offices: Northridge, Cypress Creek, Rio Grande, and Eastview.

3a. Baseline data: the data used to determine improvements were needed

During the spring 2012 semester I did not visit division employees at Northridge, Cypress Creek, or Riverside, or Round Rock.

3b. Target goals: the data that shows your improvements have achieved your goals

Visit with all Business Studies department chairs in-person at least once each long semester. When possible, visit with division faculty and staff in-person.

3c. Current data: where you are currently in reaching your target

During the spring 2012 semester I visited department chairs, faculty, and staff at Eastview and Rio Grande.

Narrative: