

Administrative Support Review Evaluations AY14

Unit Name Report:

Test unit

Evaluation Date

Saturday, October 19, 2013	(enter date)
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Instructions:

- 1) Click only 1 checkbox on each row
- 2) When completed, SAVE file and send back to dohanlon@austincc.edu

	Does not meet requirements	Meets requirements	Exceeds requirements	Comments
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place an "☑" in appropriate box

<i>1.1 What is your Mission? (What is the purpose of the unit? What do you do?)</i>				
<i>1.1.1 How does the mission of the unit support the mission of the college?</i>				
<i>1.2 Please tell us who you serve. (Faculty, staff, external partners, distance learning, students, etc.)</i>				
<i>1.3 What services or products does the unit provide?</i>				
<i>1.3.1 What is the impact of your unit's activities on students or other key stakeholders?</i>				
<i>1.4 Does your unit provide services to distance learning students?</i>				
<i>1.4.1 How do you serve distance learning students?</i>				
<i>1.4.2 How are the services provided distance learning students different from the services provided to on-campus students?</i>				
<i>1.5 If the unit offers support services such as supplemental instruction, advising, outreach, counseling, referral, tutoring, library instruction, etc, please list below.</i>				
<i>1.6 What communication tools, methods, and strategies does your unit use to share news, updates, projects, and other information within the unit, across other college</i>				
GOALS and OUTCOMES TABLE				
<i>What are your Unit Goals?</i>				
<i>What are your Unit Outcomes?</i>				
<i>What are your Unit Measures?</i>				
<i>1.7 Tell us about your unit's resources. ☐ Think about all the staff, including administrative support staff, instructional associates, technicians, etc., as well as non-staffing resources. ☐ If you have multiple budgets, please combine them for the table below.</i>				
<i>1.8 Is the current staffing adequate for your unit's needs?</i>				

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<i>1.8.1 If no, please describe additional staffing needs.</i>				
<i>1.9 Are the current facilities adequate for your unit's needs?</i>				
<i>1.9.1 If no, please describe facility enhancements needed.</i>				
<i>1.10 Are the unit's technology and equipment resources adequate?</i>				
<i>1.10.1 If no, please describe technology and equipment needed for the unit.</i>				
<i>1.11 What other information, if any, do you believe is important for your unit to consider in planning?</i>				

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<p>2.1 What sources of quantitative and/or qualitative data are you using to identify challenges and needs? ☐ (Surveys, Point of Services (POS) unit feedback, Council for the Advancement of Standards in Higher Education (CAS) standards, Association of College Administration Professionals (ACAP) best practices, research from journals, articles, external databases, research projects, presentations, conferences, white papers, etc.)</p>				
<p>2.2 What are the strengths and weaknesses for the unit? ☐ (What activities does the unit do well? What services, products, or decisions have been successful recently? What internal resources or situations are limiting the unit's ability to achieve its goals?)</p>				
<p>2.3 What are the opportunities and threats for the unit? ☐ (What events or conditions within or outside the college might the unit be well-positioned to address? What events or conditions outside the unit or college might pose difficulties and limit the unit's ability to achieve its goals? What opportunities for growth and/or innovation exist for the unit.</p>				
<p>2.4 Describe any factors that may impact the achievement of your unit's goals, either negatively or positively.</p>				
<p>2.5 Are there things the unit should be doing that are not currently being done?</p>				
<p>2.5.1 If yes, please describe. Che</p>				
<p>UNIT OUTCOMES TABLE</p>				
<p>2.5.2 Unit Outcomes Assessment</p>				
<p>Unit Baseline data</p>				
<p>Unit Current data</p>				
<p>Unit Target data</p>				

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2.5.3 If you have qualitative data that cannot be entered in data table above, please describe them				

General Comments:

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UNIT PLAN TABLE				
<i>Objectives</i>				
<i>Objective Measure</i>				
<i>Objective Baseline data</i>				
<i>Objective Target data</i>				
<i>Opportunity or challenges identified</i>				
<i>Responsible person</i>				
3.2 Does the unit have sufficient control over the objectives (improvements) and key strategies to implement them effectively?				
3.2.1 If not, please describe your unit plans to successfully implement this objective (improvement).				
KEY STRATEGIES, COSTS, RESOURCES TABLE				
<i>Objective Key Strategy</i>				
<i>Timeline</i>				
Related Facilities Needs				
Related Staffing Needs				
Related Equip/Tech Needs				
Other Related Needs				
Total costs				
3.4 Describe how the evaluation measures are appropriate and relevant for the proposed objectives (improvements).				
3.5 Describe the process used to evaluate the results of your improvements (objectives), and indicate who participated in the review.				

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<i>Improvement Data Table</i>				
4.1 Evaluation of Implemented Objectives				
<i>Objective Target data</i>				
4.2 Briefly summarize the degree to which the targets were met. <input type="checkbox"/> Note the key strategies or activities designed to implement the objectives (improvements)				
4.3 What impact did your implemented improvements (objectives) have on the unit's goals and outcomes?				
4.4 Briefly describe how the results of the improvements contributed to advancing the mission and goals of the college.				

General Comments:

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