

Comprehensive Review for Unit X (Admin. and Support) Fall 2012

The following provides an outline of the required elements for a comprehensive unit review for Administrative and Support units. Upon completion of this report, please upload your document in the unit/program review application data/documents tab.

Customer Satisfaction

Summarize the results of your unit's "customer" service satisfaction survey(s).

Staffing Structure

Analyze your unit's staffing structure including 3 year FTE trend data.

Budget Analysis

Summarize your unit's budget analysis including 3 year budget trend data.

Facilities

Report on your unit's current and future use of facilities.

Equipment and Technology

Report on your unit's current technology and equipment infrastructure.

Professional Development

Summarize the past (2 – 5 years) and present professional development activities of your unit members, and analyze your future professional development needs.

Collaboration

Describe any current collaboration efforts that are occurring between your unit and other units and programs both inside and outside of the Administrative and Support service area.

Annual Review Update Analysis

Analyze your annual reviews (objectives and improvements) over the past 4 years and respond to the feedback from last year's review.

Strategic Priorities

Describe which strategic priorities (District or college) you feel are most applicable to your unit and how your unit plans to participate in supporting these priorities.

Long Term Goals

Using the above analysis, develop longer term (5 year) goals that you plan on addressing in your annual unit review updates (3 – 5 goals recommended).