

AES UNIT REVIEW TEMPLATE

Unit Name:

Review Year:

Responsible Executive (name and position):

Unit Review Chairperson (name and position):

Internal Committee Members (name and position):

Introduction

The purpose of this document is to guide the unit through the process of evaluation. While the unit conducts regular assessment of outcomes and establishes plans based upon these results, the process requires the unit to take a broad and pervasive look at the impact, effectiveness, and opportunities for enhancement of services. This process is designed to take a full year and requires significant investment of all individuals within the unit. It is important to not only involve administrators, faculty, and senior staff, but also, where applicable, support staff. This is an opportunity for the unit to closely examine its impact on the college and complete involvement is key to its success.

Section 1: History

Please provide pertinent historical information that will provide necessary context to the report. This section should highlight the development, modification of the mission, changes to staffing, reporting, and organizational structure as well as other important adjustments that have occurred which have significantly impacted the unit's operations and which external readers should be aware of.

Section 2: Unit Overview

This section asks the units to profile and discuss the operations of the unit. Please provide as much narrative as necessary, but rely more heavily on documentation of evidence to make the case. As part of the evidence, please provide copies of unit meetings, agendas, and notes to document involvement from all individuals within the unit. The unit's mission, goals, and outcomes will be prepopulated from the College records.

Mission:

Goals:

Outcomes:

If the Unit has modified the mission, goals, and outcomes as a result of the review, please provide that information below.

What current institutional goals and measurable institutional objectives (MIOs) connect to the mission of the unit?

Institutional Goals

MIOs:

What are the primary functions and services this unit provides to Suffolk County Community College?

Please identify the unit's reporting structure and processes for ensuring quality communication (include a unit organizational chart as an appendix).

Staff from the Office of Planning and Institutional Effectiveness (OPIE) will be facilitating a strengths, weaknesses, opportunities, and threats session with the unit. OPIE will provide a report from the session which should be included as an appendix to the report, however, the Unit is required to provide a summary of the key findings below.

Final conclusions and recommendations will be requested at the end of this document, however, please discuss, as a unit and with the internal committee, both of these in respect to unit overview section.

Section 3: Staffing

As part of the unit review process, the unit is asked to examine staffing levels, impact of leadership, and the ability to effectively achieve a unit's mission as a result. The unit and internal committee should consider the scope of responsibilities, expertise, credentials, and the mission of the unit as central to the conversation.

Historically, how has the unit sought to determine the appropriate staffing levels necessary to meet the mission (i.e. benchmarking against national or state standards)? If there have been recent efforts, please highlight these as well.

Do your current staffing levels and qualifications enhance or detract from the unit's ability to achieve its stated mission? Please provide a detailed explanation.

Final conclusions and recommendations will be requested at the end of this document, however, please discuss, as a unit and internal committee, both of these in respect to staffing.

Section 4: Planning and Assessment

For the past several years, this unit has been assessing specific outcomes, gauging progress, looking at how to improve results through yearly planning, and identifying available/requesting additional resources to support the unit. While the process has been annual, the unit review process not provides an opportunity to explore, comprehensively, these results in the context of unit enhancement through a self-evaluation.

Please identify which outcomes have been assessed by the unit. If formal assessments through the use of the annual assessment template have not been completed, please detail major improvement efforts, activities, and initiatives as well as comprehensive reports that are aligned with the unit's goals and outcomes.

For each outcome assessed, please provide a summary of both the results of the assessment as well as the plans that emerged from the assessments. Again, please consider all efforts whether officially aligned with the unit's goals and assessments or not.

Please identify changes that were implemented as a result of the unit's improvement efforts.

Please identify all budget requests and resource reallocations that emerged as a result of the unit's improvement efforts.

Final conclusions and recommendations will be requested at the end of this document, however, please discuss, as a unit, both of these in respect to planning and assessment.

Section 5: External Evaluation

It is important for units to look outside of SCCC when evaluating the effectiveness of its operations. Not only is this a Middle States requirement, but it reflects commonly accepted good practices. While the College is only asking for each unit to secure two external reviews, there is certainly no limit.

Please identify the two external reviewers who will be examining this unit. Note, at least one should be from a community colleges and, ideally, at least one will be from a SUNY institution. Please refer to the external visit guidelines and external reviewer reporting guidelines for further information on what material should be provided to and by the external reviewers.

External Review Members (name, position, and institutional affiliation):

Final conclusions and recommendations will be requested at the end of this document, however, please discuss, as a unit and internal committee, both of these in respect to the external evaluations.

Section 6: Final Conclusions and Recommendations

As a result of this evaluation, the unit possesses an inventory of information, but without a comprehensive review and discussion of the information, this review is incomplete. It is critical that the unit take all of the information, from the internal self-study as well as the external report, and establish a direction, expectations, and a focus for the next five years. Doing so will enhance the effectiveness of the annual assessment efforts and development of action plans moving forward.

Please provide an evaluation of the unit's performance based upon the information provided thus far.

Finally, please incorporate all of the summary information gathered thus far during the unit review and provide a final analysis. Include all conclusions, recommendations, and information that will be important for the unit to consider over the next six years in preparation of the next AES Unit review.

Section 7: Action Plans

To this point, the review has focused on the collection of information to better understand what changes need to be made and issues to address in the future. This section of the document requests that you begin to develop plans to address these issues. By completing these plans and assessing their impact, you will be “closing the loop”, which means that you will have utilized information gathered for the purpose of continually improving the unit.

Based on the information included in this document, what improvements does the unit feel are necessary, over the next six years (the time between periodic evaluations), to position the unit to more effectively achieve its mission? In other words, how will you use the information gathered in this unit review to guide your annual assessments? Please utilize the AES Annual Assessment Calendar template to provide a preliminary schedule of assessment activities based on the final internal and external recommendations and conclusions that emerged from this report.