

# Instructions

## 1. Mission

- a. Assume the reader knows nothing about your unit. Please describe concisely its mission.

## 2. Description

- a. Please describe concisely the following characteristics of your unit. Feel free to use both narrative and quantitative information.
  - i. Purpose
  - ii. Functions or services
  - iii. Clientele(s)
  - iv. Value of your services to the clientele(s), the Colleges, and the District
  - v. Organizational structure and number of personnel by function
  - vi. Annual budget by object code for the last three years
  - vii. Hours of operation, location, and other pertinent service characteristics
  - viii. Significant changes, if any, since the last program review

## 3. Outcomes and Other Measures of Effectiveness

- a. Identify at least one essential measure of effectiveness for each major operation of the unit. (See Effectiveness Measurement Guidelines and Examples.)
- b. Include at least one baseline measure or measure of progress on a well-defined outcome.
- c. Include at least one measure showing effectiveness in responding to the Colleges' needs.
- d. For each measure, identify the assessment method you used.
- e. Please summarize the results of the measures you have applied. If results showing trends over time are available, please report them.

## **4. External Opportunities and Challenges**

- a. Describe any external opportunities that might lead to unit improvement over the next three to five years.
- b. Describe any external challenges (e.g., legal requirements, budgetary constraints) that might limit operations or improvement over the next three to five years.

## **5. Analysis and Evaluation**

- a. Analyze the implications of the assessment results and external factors for your unit.
- b. In light of your analysis, what are your unit's main strengths?
- c. In light of your analysis, what are your unit's main weaknesses?

## **6. Three-to-Five Year Vision**

- a. Describe your unit as you would like it to be three to five years from now.

## **7. Impact on the Colleges and the District**

- a. Describe the most significant relationships with other District operations and College operations.
  - i. What major impact does your unit have on them?
  - ii. .What major impact do they have on your unit?
- b. How do your mission, vision, and goals contribute to the Board Imperatives and the District and/or College mission, vision, strategic directions, and/or goals?

## **8. Other Pertinent Information**

- a. Include here any other information you regard as necessary for a full understanding of your unit.

## **9. Goals, Objectives, Action Plans, and Resource Requests**

- a. Goals (with priority rank) over the next three years

- b. Objectives (with priority rank) under each Goal
- c. Principal Activities under each Objective, if available
- d. Timeline for completion of each Activity or Objective
- e. Person responsible for ensuring completion of each Activity or Objective
- f. Progress on or achievement of a given Goal or Objective does not necessarily require additional resources. For Goals and Objectives that do require resources, enter the following information:
  - i. Resources required to achieve Goals and Objectives over the next three years, with description and rationale for each
  - ii. Identification of associated Goals or Objectives
  - iii. Type of Resource
    - i. Expenditure Category
    - ii. One-time/Ongoing
  - iv. Estimated annual cost (or savings) for the next three years

**There are no goals, objectives, or actions/activities for this plan.**

## **10. Progress Report on Last Cycle's Goals, Objectives, and Actions**

- a. Estimate progress to date on each of the last cycle's Goals, Objectives, and Activities.
- b. Any uncompleted Goals, Objectives, and Activities that are still important should appear in the Goals, Objectives, and Action Plans section above.

**There are no goals, objectives, or actions/activities for this plan.**

## **11. Process and Participants**

- a. Describe briefly the main steps of the process that produced this report.
- b. List the name and function of each participant in that process.

- c. Include as many members of the unit as possible in the preparation and/or review of this document. It should not be the product of the manager alone or of a small proportion of unit members.
- d. Describe the plan for future assessment cycles, particularly if not all measures were applied in current cycle.

## **12. Supporting Documents**

**There are no supporting documents for this plan.**