

Administrative, Educational, and Student Support (AES) Unit Review Template

Date Submitted to Office of Academic Affairs:

Unit:

Chair and Members:

I. Unit Mission, Goals, and Outcomes

- *List unit mission*
- *List 2-3 unit goals*
- *For each goal statement, list 2-3 measurable, specific outcomes*

II. Results of outcomes

- *Adequacy of resources in areas such as operating budget, facilities, equipment, and personnel*
- *Discuss results of outcomes including description of the data you reviewed*
- *Discuss key findings*

III. Conclusion and Recommendations

- *Discussion of unit strengths and weaknesses*
- *Discussion of recommendations*
- *Areas for improvement and a plan for the future based on evidence gathered*
- *Request for additional resources/support necessary to meet future goals*
- *Response to external review, including effectiveness of process and recommendations for improvement.*