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

# Date Submitted to Office of Academic Affairs: Unit:

Chair and Members:

1. Unit Mission, Goals, and Outcomes
	* *List unit mission*
	* *List 2-3 unit goals*
	* *For each goal statement, list 2-3 measurable, specific outcomes*

# 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*

# 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.*